

<b>Unit Title:</b>	<b>Understanding financial procedures in active leisure</b>
OCR unit number	12
Sector unit number	LM3 - 12
Level:	3
Credit value:	3
Guided learning hours:	20
Unit reference number:	T/503/0776

### Unit purpose and aim

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This unit covers the knowledge, understanding and skills that a learner needs in relation to financial processes and procedures in an active leisure organisation.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The Learner will:</b> 1 Understand an active leisure organisation's business objectives	<b>The Learner can:</b> 1.1 Explain the meaning of business, operational and financial objectives 1.2 Describe the financial targets and operational objectives of an active leisure organisation
2 Understand budgeted operational plans in an active leisure organisation	2.1 Explain the key stages of budget preparation 2.2 Identify the information used to prepare a budget 2.3 Explain the components of a budget 2.4 Explain how to identify costs to be included in a budget 2.5 Explain the difference between fixed and variable costs 2.6 Explain what is meant by a simple cash flow budget

Learning Outcomes	Assessment Criteria
3 Understand financial procedures used in active leisure	3.1 Explain the importance of financial procedures in an active leisure organisation 3.2 Explain the following financial procedures used in an active leisure organisation: <ul style="list-style-type: none"> <li>• cash handling and reconciliation</li> <li>• ordering supplies and services</li> <li>• payment authorisation and purchase ledger</li> <li>• petty cash</li> <li>• accounts and records</li> </ul>

## Assessment

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All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

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

Learning outcomes 1 - 3 can be assessed by one or a mixture of:

- Written questions and answers
- Projects
- Assignments.

## Evidence requirements

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There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Guidance on assessment and evidence requirements

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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

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NOS can viewed at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

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

## Functional skills signposting

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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

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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) .