

SKAPW31 - SQA Unit Code F37G 04

Contribute to the administration of the play environment



Overview

This unit is about carrying out basic administrative tasks in playwork and covers finance, information and record keeping.

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. process financial transactions
2. provide and collect information relevant to the play environment
3. maintain records

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in this unit.

This unit is for staff working directly with children and young people in a setting whose main purpose is to provide children and young people with opportunities for freely chosen, self-directed play. These staff do not have full responsibility for the play environment but make a significant contribution to supporting play.

This unit is underpinned by the Playwork Principles and staff must be familiar with these and committed to them in their practice.

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Performance criteria

You must be able to:

Process financial transactions

- P1 record the details of transactions accurately, legibly and promptly
- P2 make sure all calculations are correct
- P3 issue and obtain receipts
- P4 keep all money, cheques, records and receipts securely
- P5 refer any issues regarding finance promptly to the appropriate person
- P6 follow your organisation's financial procedures

You must be able to:

Provide and collect information relevant to the play environment

- P7 respond to enquiries about arrangements for children and young people attending the play environment
- P8 collect the necessary information about the children, young people and their families
- P9 record this information clearly and fully
- P10 pass the information on to the responsible colleague following organisational procedures
- P11 treat enquirers politely and courteously and in a way that is appropriate to their needs

You must be able to:

Maintain records

- P12 store the records securely but in a way which allows them to be quickly found and retrieved
- P13 restrict access to the records according to the agreements on confidentiality and organisational and legal requirements
- P14 promptly provide information to authorised people on request

Knowledge and understanding

You need to know and understand:

- K1 how the Playwork Principles specifically relate to this unit
- K2 why it is important to process transactions according to procedures and what may happen if this is not done
- K3 how to record financial transactions according to procedures and legal requirements
- K4 why it is important to issue and retain receipts
- K5 why it is important to store money, cheques, records and receipts securely
- K6 who is the appropriate colleague to refer issues associated with finance
- K7 issues that are likely to occur with finance and financial transactions
- K8 the organisational procedures which must be followed for finance
- K9 the types of needs that enquirers may have and how to meet these
- K10 why it is important to deal with enquiries promptly and courteously
- K11 the types of enquiry which are likely to be made and how to deal with these
- K12 enquiries which may need to be passed on and to whom
- K13 the information which needs to be collected about children and their families and why
- K14 why it is important to record information clearly and fully
- K15 your responsibilities in relation to legislation covering data protection
- K16 why it is important to keep records complete, legible and up-to-date
- K17 why it is important to store records securely but in a way which enables them to be found quickly
- K18 the importance of confidentiality and the sharing of information and how this is maintained in your play environment

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Additional Information

Scope/range related to performance criteria

1. **arrangements**
 - 1.1. age ranges
 - 1.2. opening times
 - 1.3. costs
 - 1.4. availability
 - 1.5. play spaces
 - 1.6. inclusion
 - 1.7. food and drinks
 - 1.8. transport

2. **records**
 - 2.1. about children and their families
 - 2.2. children's health
 - 2.3. attendance registers
 - 2.4. accident/incident records
 - 2.5. participation in trips and outings
 - 2.6. registration forms
 - 2.7. emergency contact details
 - 2.8. administration relating to play session

Glossary

Financial transactions

The exchange of money for goods/services which could include, for example: purchasing equipment or services, paying salaries, collection of fees/subscriptions, insurance premiums, rent etc.

Links to other NOS

This unit links closely with units SKAPW33, SKAPW34, SKAPW35 and SKAPW36

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