
Overview

This standard is about the efficient management of resources for which you have authority and responsibility. It covers recommending the resources you and your team need to meet your objectives. It also covers monitoring and controlling the way in which resources are used.

It is for you if you are a manager or supervisor with:

- 1 a tightly defined area of responsibility
- 2 some limited opportunity for taking decisions and managing budgets
- 3 responsibility for achieving specific results by using resources effectively, *and*
- 4 responsibility for allocating work to team members, colleagues or contractors

To achieve your standard, you must show that you can:

- 1 Make recommendations for the use of resources
- 2 Contribute to the control of resources

In order to *make recommendations for the use of resources*, you need to involve people in identifying the resources your team needs. You need to look at how resources were used in the past, and at trends and developments in your organisation and industry which may affect your choice of resources. You need to identify the benefits which your recommendations may bring, and make your recommendations in an appropriate and timely manner.

You should *continuously contribute to the control of resources*. You need to encourage people to take responsibility for the way they use resources. You need to make sure resources are used efficiently and in ways which maintain the quality of services and products. You need to spot problems with the use of resources and make recommendations to correct these problems. You also need to keep accurate and complete records of the resources used.

**Performance
criteria**

Make recommendations for the use of resources

- You must be able to:
- P1 give relevant people the opportunity to provide information on the resources your team needs
 - P2 make recommendations for the use of resources that take account of relevant past experience
 - P3 make recommendations which take account of trends and developments which are likely to affect the use of resources
 - P4 make recommendations that are consistent with team objectives and organisational policies
 - P5 make recommendations which clearly indicate the potential benefits you expect from the planned use of resources
 - P6 present your recommendations to relevant people in an appropriate and timely manner

Contribute to the control of resources

- You must be able to:
- P7 give relevant people opportunities to take individual responsibility for the efficient use of resources
 - P8 monitor the use of resources under your control at appropriate intervals
 - P9 ensure the use of resources by your team is efficient and takes into account the potential impact on the environment
 - P10 monitor the quality of resources continuously and ensure consistency in product and service delivery
 - P11 identify problems with resources promptly, and make recommendations for corrective action to the relevant people as soon as possible
 - P12 make recommendations for improving the use of resources to relevant people in an appropriate and timely manner
 - P13 keep records relating to the use of resources which are complete, accurate and available to authorised people only

Knowledge and understanding

You need to know and understand:

Make recommendations for the use of resources

- K1 why it is important to keep accurate records on the use of resources
- K2 why it is important to have effective management of resources for organisational performance
- K3 how to analyse the use of resources in the past, and utilise the results to make recommendations on more effective use of resources in the future
- K4 how to communicate effectively with team members, colleagues and line managers
- K5 how to develop and argue an effective case for changes in the management of resources
- K6 how to enable people to identify and communicate the resources they need
- K7 the team objectives, and organisational policies regarding the use of resources
- K8 the organisational procedures for making recommendations on the use of resources
- K9 trends and developments which may influence the future use of resources and how to plan for these
- K10 the principles underpinning the effective and efficient management of resources

Contribute to the control of resources

You need to know and understand:

- K11 why it is important to keep accurate records on the use of resources
- K12 how to communicate effectively with team members, colleagues and line managers
- K13 how to encourage others to take responsibility for the control of resources in their own area of work
- K14 how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services
- K15 the team objectives and organisational policies regarding the use of resources
- K16 the potential environmental impact of the resources being used
- K17 the problems which may occur with resources are and how you can deal with these

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- K18 the organisational procedures for making recommendations on the use of resources
 - K19 the principles underpinning the effective and efficient management of resources

Additional information

Scope / range: You must make recommendations for the use of resources consistently, over a period of time.

You show that:

1 you seek information from, and make recommendations to the following types of relevant people:

1.1 team members

1.2 colleagues working at the same level

1.3 higher - level managers or sponsors

2 you make both of the following types of recommendations:

2.1 short term

2.2 medium term

You must also have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of relevant people listed above.

**Scope / range
related to
performance
criteria:**

1 Work activities

- 1.1 presentations of your recommendations to relevant people
- 1.2 contributions to team meetings

2 Products or outcomes

- 2.1 correspondence, memos and file notes
- 2.2 project proposals, recommendations and contingency plans
- 2.3 specifications and project plans
- 2.4 business plans, development plans and continuous improvement plans
- 2.5 periodic reports of expenditure against budget, identifying significant deviations and recommending corrective action
- 2.6 minutes of meetings, file notes and correspondence explaining resource position and securing agreement to requests

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