

SFHGEN65 - SQA Code HD3W 04

Make recommendations for the use of physical resources



Overview

This standard relates to proposals and recommendations for effective use of physical resources and may include the use of staff, equipment, facilities, supplies etc either for a discrete project or as part of annual or ongoing budget setting and development.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 provide opportunities for relevant stakeholders to make suggestions for future expenditure
 - P2 ensure your proposals take account of past experience, trends and developments
 - P3 base recommendations on an accurate interpretation of valid data and a realistic evaluation of risk
 - P4 include other factors likely to affect future expenditure
 - P5 clearly and concisely state the expected benefits, the costs involved and any potential negative consequences
 - P6 consider alternative options for expenditure and provide valid reasons why you have rejected them
 - P7 provide sufficient, valid information for relevant people to make a decision on your proposals
 - P8 remain consistent with the organisation's plans and objectives
 - P9 include targets, standards and monitoring methods
 - P10 provide a financial justification and sufficient, valid information to allow your proposals to be evaluated realistically
 - P11 present proposals to relevant stakeholders in an appropriate format and at an appropriate time
 - P12 negotiate proposals in a way which maintains good relationships with the people involved
 - P13 clarify and resolve any areas of uncertainty and disagreement over the proposals
 - P14 complete negotiations within agreed timescales
 - P15 provide relevant stakeholders with accurate information on decisions in a manner and at a time, which is likely to ensure their co-operation and confidence

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Knowledge and understanding

You need to know and understand:

- K1 the physical resources needed to carry out activities effectively
- K2 how to carry out cost-benefit analyses with regard to proposed expenditure
- K3 how to identify and evaluate alternative options to proposals on expenditure
- K4 how to develop and argue an effective case for expenditure
- K5 the trends and developments which may influence future expenditure and how to forecast and plan for these
- K6 the procedures which need to be followed to make recommendations for expenditure
- K7 the importance of effective budgetary control to team and organisational efficiency, and your role and responsibilities in relation to this
- K8 the principles and methods which underpin effective budgetary control
- K9 the importance of keeping accurate records of past expenditure
- K10 the information needed to make decisions on expenditure and how to gather and check the validity of this information
- K11 how to decide on targets, standards and monitoring methods
- K12 the trends and developments which might influence future expenditure
- K13 how to collect and validate information required to evaluate a case for expenditure
- K14 the types of information required to make decisions on expenditure
- K15 the organisational objectives and strategies relevant to the programmes of work
- K16 the importance of gaining agreement to budgets
- K17 how to carry out budget negotiations
- K18 areas of uncertainty and disagreement which may occur when agreeing budgets and how to resolve these in a way which is satisfactory to those involved in the decision-making process

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G5: Services and project management

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	