
Overview

This standard is about managing the resources for which you are responsible. These can be either financial resources in the form of a budget or physical resources such as equipment and consumables. The standard covers recommended resources for you and your team to meet their objectives. The standard also covers monitoring and controlling the way in which resources are used.

This standard is

- 1 manage the efficient use of resources

This standard is aimed at staff that has substantial responsibilities for equipment and consumables.

**Performance
criteria**

Manage the efficient use of resources

- You must be able to:
- P1 give **colleagues** the opportunity to provide information on the **resources** the team needs
 - P2 collate information from **colleagues** about the **resources** the team needs
 - P3 make **recommendations** that take account of trends and developments and current best practice which are likely to affect the use of **resources**
 - P4 make **recommendations** that are consistent with team objectives, organisational regulations and procedures and environmental issues
 - P5 make **recommendations** that indicate the potential benefits expected from the planned use of **resources**
 - P6 present **recommendations** to **colleagues**
 - P7 provide opportunities for **colleagues** to take individual responsibility for the efficient use of **resources** when required
 - P8 monitor the efficient use of **resources** within your area of responsibility
 - P9 make sure the use of **resources** by the team takes into account the potential impact on the environment
 - P10 monitor the quality of **resources** and ensure consistency in product and service delivery
 - P11 identify problems with **resources** promptly, and make **recommendations** for **corrective action** to colleagues as soon as possible
 - P12 make **recommendations** for improving the use of **resources** in accordance with your organisational regulations and procedures
 - P13 make sure that records relating to the use of **resources** are completed in accordance with your organisational regulations and procedures

Knowledge and understanding

Manage the efficient use of resources

You need to know and understand:

- K1 how to give colleagues the opportunity to provide information on the resources the team needs
- K2 how to collate information from colleagues about the resources the team needs
- K3 how to make recommendations for the effective use of the resources taking into account trends and development and current best practice which are likely to affect the use of resources
- K4 how to make recommendations that are consistent with team objectives, organisation regulations and procedures and environmental issues
- K5 how to make recommendations that indicate the potential benefits expected from the planned use of resources
- K6 how to present recommendations to colleagues
- K7 how to provide opportunities for colleagues to take individual responsibility for their efficient use of resources when required
- K8 how to monitor the efficient use of resources within your area of responsibility
- K9 how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services
- K10 the importance of effective management of resources to organisational performance
- K11 how to make sure the use of resources by the team takes into account the potential impact on the environment
- K12 how to monitor the quality of resources and ensure consistency in product and service delivery
- K13 how to identify problems with resources promptly, and make recommendations for corrective action to colleagues as soon as possible
- K14 how to make recommendations for improving the use of resources in accordance with your organisational regulations and procedures
- K15 the importance of ensuring that records relating to the use of resources are completed in accordance with your organisational regulations and procedures

Additional information

**Scope/range related
to performance
criteria**

1 Colleagues

- 1.1 more senior staff
- 1.2 working at the same level
- 1.3 those working in supporting roles
- 1.4 freelance colleagues
- 1.5 colleagues from other organisations

2 Recommendations

- 2.1 short term
- 2.2 medium term

3 Corrective action

- 3.1 altering activities
- 3.2 modifying the use of resources
- 3.3 focuser-negotiating the allocation of resources

4 Resources

- 4.1 people
- 4.2 equipment
- 4.3 clothing
- 4.4 environment
- 4.5 domestic arrangements
- 4.6 logistical arrangements

Skills

Listed below are the main generic skills and qualities applied to the delivery of Outdoors Programmes.

- 1 Empathy
- 2 Active listening
- 3 Coaching
- 4 Communicating
- 5 Consulting
- 6 Influencing and persuading
- 7 Delegating
- 8 Diplomacy
- 9 Empowering
- 10 Facilitating
- 11 Following
- 12 Leading by example
- 13 Managing challenging behaviour
- 14 Mentoring
- 15 Motivating
- 16 Negotiating and compromising
- 17 Obtaining feedback
- 18 Planning and evaluating
- 19 Providing feedback
- 20 Setting objectives
- 21 Valuing and supporting others

Glossary

Current best practice

Being aware of the sector standards plus new and effective resources and ways of using them in the wider sector in general.

Organisational regulations and procedures

Typically, these documents will set out the standards, procedures and requirements for activity delivery. They may include equipment lists, outline session plans, safety points and procedures. They also may make reference to specific NGB (National Governing Body) or other relevant national activity bodies in terms of information and guidelines related to activities. The documents may also make reference to staffing levels and standards in terms of ratios, qualifications and training/assessment undertaken, which may link to NGBs, technical advisers and other external or internal features. Good quality documents have many uses and may be needed by a range of internal and external parties and stakeholders. The documents help to communicate to staff and others clear and consistent information.

Resources

Mainly seen as relating to activity delivery in terms of equipment/supplies, but also could relate to staff involved in the activity.

Trends and developments

Being aware of new ways of doing things and related resources and equipment in your areas of responsibility.

Links to other NOS

This standard links with SKAOP2 and SKAOP12.

SKAOP13 (SQA Unit Code - HF13 04)
Manage the efficient use of resources



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