

Unit PPLHSL3 (HK7L 04) Contribute to the Control of Resources

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about ensuring that you and staff you are responsible for, use resources effectively and efficiently, without undue waste. This unit is for hospitality team leaders, first line managers or supervisors. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| 1 Identify the resources available to you.  2 Identify the resources you need for your work and follow the correct procedures for obtaining them.  3 Deal with any problems in obtaining resources, following agreed procedures and keeping relevant people informed.  4 Check the quality, quantity and suitability of resources before you need to use them.  5 Ensure equipment and materials are correctly stored and maintained.  6 Encourage your colleagues to make efficient use of resources and to minimise waste.  7 Monitor the use of resources in your area of responsibility.  8 Ensure that resources are used effectively, efficiently and in line with organisational and legal requirements.  9 Identify ways of making better use of resources and action or pass on the information according to your organisational requirements.  10 Keep your records about resources up-to-date, accurate and in the specified place. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | |
| **What you must do** | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
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| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | The equipment, colleagues and supplies that are used in your area of responsibility. |  |
| 2 | How to check the resources that are currently available to you and make sure they are suitable for the work you have to carry out. |  |
| 3 | The importance of working within agreed spending limits. |  |
| 4 | Procedures that need to be followed if you need to go beyond agreed spending limits. |  |
| 5 | A basic awareness of the cost of the resources you use and the organisation's financial targets. |  |
| 6 | A basic awareness of the impact that using some resources can have on the environment. |  |
| 7 | Your organisation's policies for ordering, using resources, controlling waste and recycling. |  |
| 8 | The health and safety requirements for the resources that you are responsible for. |  |
| 9 | How to ensure that the resources that you are responsible for are stored and handled correctly, safely and securely as appropriate. |  |
| 10 | Who the organisation's regular suppliers are. |  |
| 11 | Who is responsible for ordering supplies. |  |
| 12 | What the normal consumption levels are. |  |
| 13 | How to work out what resources you will need for your work. |  |
| 14 | How to collect information on resources that are available to you. |  |
| 15 | The correct procedures to follow to obtain required resources. |  |
| 16 | How to store resources correctly. |  |
| 17 | The appropriate lifting methods / techniques for moving resources. |  |
| 18 | Why it is important to get management approval when you need to go beyond your agreed spending limits and how to do so. |  |
| 19 | What records on the use of resources are required by your organisation. |  |
| 20 | The advantages of using computerised stock control systems. |  |
| 21 | How to count, check and monitor the use of resources and why this is important. |  |

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| 22 | The importance of keeping waste to a minimum and how to do so. |  |
| 23 | How to encourage efficient use of resources for the benefit of your organisation and the wider environment. |  |
| 24 | How to motivate others to use resources efficiently. |  |
| 25 | How to present recommendations to decision makers. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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