



Australian Government

FBPPPL4006 Manage a work area within budget

Release: 1

FBPPPL4006 Manage a work area within budget

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, allocate and monitor work to achieve required outcomes within budget allocations.

The unit applies to individuals who are team leaders and are typically required to reach decisions on resource utilisation within budget constraints, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and plan within budget parameters	1.1 Determine budget requirements and parameters for work area 1.2 Determine, confirm and allocate resources to achieve production schedule within budget and according to workplace policy
2. Monitor resource utilisation against budget	2.1 Monitor performance to identify actual or potential variance to budget 2.2 Identify, investigate and report variances to budget according to workplace reporting requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Determine and communicate potential failure to achieve targets within budget to appropriate personnel in a timely manner 2.4 Take action to minimise negative impact of variance
3. Communicate budget information	3.1 Make budget information available to relevant personnel in a timely manner 3.2 Report budget information in the appropriate format and timelines according to workplace reporting requirements 3.3 Make contributions to the development of workplace budgets

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Analyses and consolidates information and data from a range of sources, against defined criteria and requirements and checks for accuracy and completeness
Writing	Prepares and produces documents and reports that convey complex relationships between performance data and budget for further analysis
Numeracy	Performs mathematical calculations to analyse financial information, costs and values to accurately determine performance
Oral communication	Presents complex financial information in formal situations using clear and convincing language, tone and pace appropriate for the audience and purpose
Navigate the world of work	Takes responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	Selects and uses appropriate conventions and protocols when communicating budget outcomes with co-workers
Get the work done	- Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations - Contributes to continuous improvement of budget and work

Skill	Description
	practices by applying principles of analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4006 Manage a work area within budget	FDFPPL4006A Manage a work area within budget	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>