



Australian Government

HLTAHW064 Manage budgets

Release: 2

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Modification History

Release	Comments
Release 2	<p>Updated:</p> <ul style="list-style-type: none"> • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards <p>Equivalent outcome.</p>
Release 1	<p>This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.</p>

Application

This unit describes the competencies required to manage the day-to-day responsibilities of administering budgets for a program, work unit or cost centre. It is intended to address skills and knowledge required by those who manage a project budget or program budgets relating to delivery of health care for Aboriginal and/or Torres Strait Islander communities.

This unit applies to those Aboriginal and/or Torres Strait Islander Health Workers working independently and as part of a multidisciplinary team to deliver primary health care services to Aboriginal and/or Torres Strait Islander clients and communities.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

Elements define the essential outcomes.

1. Prepare budget

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the Element.

1.1 Identify and document workplace resource needs in accordance with workplace action plans

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the Element.

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| 2. Monitor budget expenditure | <ul style="list-style-type: none"> 1.2 Cost and record funding needs 1.3 Prepare budget document and present to supervisor (or other relevant authority) for endorsement |
| 2.1 Maintain systems for monitoring finances | 2.1 Maintain systems for monitoring finances |
| 2.2 Ensure money is expended according to the endorsed budget document | 2.2 Ensure money is expended according to the endorsed budget document |
| 2.3 Identify changing priorities and discuss with supervisor (or other relevant authority) | 2.3 Identify changing priorities and discuss with supervisor (or other relevant authority) |
| 2.4 Amend budget document in response to changing priorities | 2.4 Amend budget document in response to changing priorities |
| 2.5 Satisfy accountability requirements | 2.5 Satisfy accountability requirements |

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>