



Australian Government

Department of Education, Employment and Workplace Relations

SISCCRO305A Develop a budget for a recreation initiative

Release: 2

SISCCRO305A Develop a budget for a recreation initiative

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to collect and prepare data to be used in developing budgets for community recreation activities, events and programs.

Application of the Unit

This unit applies to those working as recreation officers or program instructors who are involved in conducting community-based recreation programs in locations such as community recreation centres and indoor or outdoor recreation facilities with a focus on community development.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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| <ol style="list-style-type: none"> 1. Determine range of resources required for initiative. 2. Undertake costing for initiative. 3. Draft budgets. 4. Review budget against actual results. | <ol style="list-style-type: none"> 1.1. Obtain data identifying resources required to conduct similar initiatives over similar timeframes from the <i>responsible person</i>. 1.2. Obtain and confirm budget allocation from responsible person. 1.3. Identify potential <i>sources of income</i> according to <i>organisational policies and procedures</i>. 1.4. Determine realistic projections of income based on information obtained. 2.1. Obtain relevant data identifying <i>costs</i> for similar initiatives from responsible person. 2.2. Calculate costs according to organisational policies and procedures. 2.3. Determine break-even analysis as required. 2.4. Determine unit cost or product price as required. 2.5. Maintain and document costing system to ensure all relevant information is up to date, accurate and confidential. 2.6. Identify and plan for likely contingencies according to organisational policies and procedures. 3.1. Prepare a draft budget from data obtained according to organisational policies and procedures. 3.2. Submit budget to responsible person for approval within designated timelines. 3.3. Adjust budget in response to feedback. 4.1. Compare original budget to actual results and identify variances according to organisational policies and procedures. 4.2. Record and maintain information to allow retrieval for the development of future budgets. 4.3. Review own work performance and identify |
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ELEMENT

PERFORMANCE CRITERIA

potential improvements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- numeracy skills to:
 - analyse and compare financial data
 - determine income projections
 - calculate costs for initiatives
 - prepare a budget for a recreation initiative
 - identify variances against original budget
- literacy skills to:
 - gather and analyse financial data
 - record and maintain financial information
- problem-solving skills to:
 - assess resources required for the initiative
 - estimate projected income
 - allocate financial resources within organisational limits
 - adjust costings in response to feedback
- planning and organisational skills to:
 - develop and submit the budget within designated timeframes
 - plan responses for contingencies
- technology skills to set up appropriate formats to record financial information
- communication skills to liaise with responsible personnel to obtain data and information

Required knowledge

- organisational policies and procedures that:
 - enable sound and responsible financial management
 - maintain confidentiality and security of financial information
- principles of budgetary control to enable the development of a responsible budget
- forecasting techniques to enable the projection of potential income
- principles of statistical analysis and measures of variance to enable accurate analysis of data
- resources required for a recreation initiative to enable accurate costings to be determined

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- consults with appropriate personnel to gather and analyse data to determine required resources for a recreation initiative
- utilises data obtained to calculate income and to prepare, document and submit a budget, including costings for the initiative, using an appropriate format and within required organisational timeframes
- applies effective contingency management techniques to respond to problems and makes adjustments in response to feedback
- applies a continuous improvement approach to review own performance and recommend potential improvements.

Context of and specific resources for assessment

Assessment must ensure development of a budget for a recreation initiative that reflects local requirements and is of sufficient breadth to enable the candidate to demonstrate competency.

Assessment must also ensure access to:

- recreation environments and facilities that reflect local requirements and activities
- data required to develop the budget
- organisational policies and procedures related to budgeting
- appropriate personnel
- organisational documentation and appropriate technology requirements.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- oral or written questioning to assess knowledge of forecasting techniques for projected income
- portfolio containing evidence of candidate's documentation relating to the costing and preparation of a budget for a recreation initiative
- third-party reports from a supervisor detailing

candidate's work performance over multiple applications.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISCCRD301A Facilitate community development through recreational activities.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Responsible person may include:

- supervisor
- manager
- finance manager
- chief executive officer
- board of management.

Sources of income may include:

- grants
- sponsorship
- client contributions
- donations.

Organisational policies and procedures may include:

- designated timelines for presentation to nominated person for authorisation
- approval processes
- record keeping
- contingency planning
- confidentiality
- security of information
- sources of income
- format.

Costs may include:

- material
- labour
- overheads.

Unit Sector(s)

Community Recreation

Competency Field

Community Recreation Operations