



Australian Government

Department of Education, Employment and Workplace Relations

UEGNSG123B Manage financial resources in a gas industry facility

Release: 1

UEGNSG123B Manage financial resources in a gas industry facility

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This Unit covers the requirements to manage financial resources to achieve organisational and operational objectives. This competency standard refers to Budget formats; Operating budget; Policy; Financial reports; Management information systems.

Application of the Unit

Application of the Unit 2)

This competency standard shall apply to any basic and safe work site where Gas Industry operations occur. It could also apply, where applicable to other workplaces in the electricity supply industry (transmission and distribution and generation), the electrotechnology industry and the water industry, subject to all Occupational Health and Safety and duty of care requirements being met for the workplace.

Licensing/Regulatory Information

License to practice 3)

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Occupational Health and Safety, gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti discrimination and training.

License to practice 3)
Commonwealth, State/Territory or Local Government legislation and regulations may exist that limit the age at which a person can operate certain equipment.

Pre-Requisites

Prerequisite Unit(s) 4)

Competencies 4.1)

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed:

Nil

Literacy and numeracy skills 4.2)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading 5 Writing 5 Numeracy 5

Employability Skills Information

Employability Skills 5)

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

- 6) Elements describe the essential outcomes of a competency standard unit. Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Develop a budget	<p>1.1 Budget format is determined and consistent with organisational guidelines and procedures, cost elements are identified and quantified and cost benefit analyses are prepared for major cost items in accordance with the organisations policy and procedures</p> <p>1.2 Sub-budgets prepared by other staff are coordinated in order that desired objectives are achieved</p> <p>1.3 Organisational established procedures on policies and specifications are obtained or established with the appropriate persons</p> <p>1.4 Testing parameters are established from organisational established procedures on policies and specifications</p> <p>1.5 Testing procedures are discussed with appropriate persons in order to ascertain the project brief</p> <p>1.6 Cost benefit analysis are prepared for major cost items in accordance with the organisation's policy and procedures</p> <p>1.7 Work roles and tasks are allocated according to requirements and individual's competencies</p> <p>1.8 Work is prioritised and sequenced for the most effective outcome, completed within an acceptable timeframe to a quality standard and in accordance with established procedures</p>

ELEMENT	PERFORMANCE CRITERIA
	1.9 Sub-budgets prepared by other staff are coordinated in order that desired objectives are achieved
	1.10 Liaison and communication issues with authorised persons, authorities and resolved and activities coordinated to carry out work
	1.11 Risk control measures are identified, prioritised and evaluated against the work schedule
2 Allocate, authorise and monitor expenditure	2.1 Financial resources are allocated as agreed in the operational plan and is monitored to ensure that expenditure management meets the financial accountability requirements of the organisation
	2.2 Supply and expenditure processes are performed in accordance with corporate governance and organisational protocols and procedures
	2.3 Mathematical models are used to analyse the financial reports as per requirements and established procedures
	2.4 Sub-budgets and financial allocation is continually monitored against organisational objectives and priorities ensuring optimum service delivery
	2.5 Essential Knowledge and Associated Skills are applied to analyse specific data and compare it with compliance specifications to ensure completion of the project within an agreed timeframe according to requirements
	2.6 Re-allocation of resources is undertaken taking into account of enterprises needs and priorities
	2.7 Work teams are arranged to ensure planned goals are met according to established procedures
	2.8 Solutions to non-routine problems are identified and actioned, according to requirements, using acquired Essential Knowledge and Associated Skills,

ELEMENT	PERFORMANCE CRITERIA
	2.9 Quality of work is monitored against personal performance agreement and established organisational and professional standards
	2.10 Strategic plans are developed incorporating organisation initiatives as per established procedures
3 Utilise relevant financial management information systems and review budget management	3.1 Management information systems are used for planning, implementing and monitoring the use of financial resources in accordance with company policies and established procedures
	3.2 Management information system reports are produced, verified and interpreted
	3.3 Management of budget is reviewed in accordance with company policies and established procedures
	3.4 Management of budget is reported in accordance with company policies and established procedures
	3.5 Appropriate persons are notified of completion and reports and completion documents are finalised.
	3.6 Reports and completion documents are submitted to relevant persons for approval and where applicable, statutory or regulatory approval
	3.7 Approved copies of documents are issued and records are updated in accordance with established procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

8) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of working practices for managing financial resources in a Gas Industry facility.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01-G123 Gas industry financial management

B

G 6.1.9 Understand and implement financial management

Evidence shall show an understanding of the requirements to perform applicable Gas Industry financial management activities, indicated by the following:

- Understanding financial management with the ability to report on project and company budgets utilising financial statements as required by organisational policies and procedures. These include but are not limited to: understanding financial management fundamentals and the how the following are tracked through in an accounting system:
 - assets and liabilities
 - revenue
 - expenses
 - equity
 - source documents
 - journals
 - ledgers
 - trial balance
- reading, interpreting and reporting on project/company progress using accounting reports such as budget and cash flow reports
- understanding of resource management systems to monitor inventory, stock, consumables and physical resources and other assets
 - managing resources
 - maintaining assets/assets management

- stock/consumables control
- maintaining assets register
- understanding of computer accounting/bookkeeping software effectively
 - accounting software systems
 - invoicing
 - reconciling accounts
 - purchasing
 - stock control
 - general ledger
 - payroll
 - reporting.

Evidence Guide

EVIDENCE GUIDE

9) The Evidence Guide forms an integral part of this Unit and shall be used in conjunction with all components parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment 9.1)

such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with industry and regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included in the Assessment Guidelines of this Training Package.

**Critical aspects
of evidence
required to
demonstrate
competency in
this unit** 9.2)

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines — UEG11'. Evidence shall also comprise:

- A representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
 - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and range
 - Apply sustainable energy principles and practices as specified in the Performance Criteria and range
 - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
 - Demonstrate an appropriate level of employability skills
 - Conduct work observing the relevant Anti discrimination legislation, regulations, policies and workplace procedures
- Demonstrate performance across a representative range of contexts from the prescribed items below:

Range of tools/equipment/procedures/workplace		
Group No	The minimum number of items on which skill is to be demonstrated	Item List
A	At least 1	Budget formats: Zero based budgeting Program budgeting Line item budgeting
B	All	Operating budget: Staffing costs Capital expenditure/income Recurrent expenditure/income Forward estimates Cash flow

C	All	<p>Policy:</p> <p>Supply</p> <p>Procurement</p> <p>Expenditure</p> <p>Audit</p> <p>Reporting and recording policies</p>
D	At least 1	<p>Financial reports:</p> <p>Annual reports</p> <p>Program financial statements</p> <p>Accrual reports</p> <p>Monthly/quarterly financial reports</p>
E	At least 6	<p>Management information systems:</p> <p>Computers</p> <p>Communication channels</p> <p>Records management data</p> <p>Procedures</p> <p>Protocol</p> <p>Legislation</p> <p>Guidelines and awards</p> <p>Organisation, legal and policy materials</p> <p>Client information</p> <p>Market trends</p> <p>Registry and file records</p> <p>Financial records</p> <p>Basic statistical information</p>
F	At least one occasion	Deal with an unplanned event by drawing on essential knowledge and associated skills to provide

		appropriate solutions incorporated in the holistic assessment with the above listed items
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Context of and specific resources for assessment 9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this Unit.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency of managing financial resources in a Gas Industry facility.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment. Assessment must also integrate the employability skills.

Method of assessment 9.4)

This Unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note: Competent performance with inherent safe working practices is expected in the Industry to which this Unit applies. This requires that the specified Essential Knowledge and Associated Skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the Essential Knowledge and Associated Skills

described in this unit.

**Concurrent
assessment and
relationship with
other units** **9.5)**

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied Units where listed.

UEGNSG117B Plan and implement the data acquisition and metering requirements of a gas system

UEGNSG118B Select and commission equipment to meet pressure and temperature control specifications

UEGNSG119B Manage workplace risk

UEGNSG120B Manage gas system environmental compliance

UEGNSG121B Prepare and design specifications for a gas system

UEGNSG115B Manage gas system projects

UEGNSG122B Manage a customer service gas business unit

UEGNSG116B Manage physical resources

Range Statement

RANGE STATEMENT

10) This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

This Unit shall be demonstrated in relation to managing financial resources in a Gas Industry facility.

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section of this volume and form an integral part of the Range Statement of this unit:

Budget formats

Operating budget

Policy

Financial reports

Management information systems

Unit Sector(s)

Not applicable.

Competency Field

Competency Field **11)**

Cross discipline.