



**Australian Government**

# **AHCBUS408 Operate within a budget framework**

**Release: 1**

# AHCBUS408 Operate within a budget framework

## Modification History

| Release   | Comments                                                                                                                 |
|-----------|--------------------------------------------------------------------------------------------------------------------------|
| Release 1 | This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0. |

## Application

This unit of competency describes the skills and knowledge required to operate within a budget framework of a business.

This unit applies to individuals who take responsibility for their own work and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in relation to their roles working within a budget framework..

All work must be carried out to comply with organisational requirements, legislation and codes and in consultation with the management team.

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

## Pre-requisite Unit

Nil

## Unit Sector

Business (BUS)

## 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. Participate in formulation of a budget        | 1.1 Gather budget planning information from relevant sources<br>1.2 Identify priorities in relation to the organisation's vision and plans<br>1.3 Identify known sources of income as well as new sources of income<br>1.4 Review expenditure for existing operations |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                     |
|                                                  | 1.5 Review overhead expenditure<br>1.6 Estimate expenditure for new initiatives and expansion<br>1.7 Request budget variations to suit organisational needs                                                                                                                                                                                                                                                                                                                |
| 2. Supervise financial transaction               | 2.1 Arrange expenditure within budget delegations<br>2.2 Record transactions to meet taxation and accounting requirements<br>2.3 Compare actual sales and expenditure to the enterprise budget<br>2.4 Check financial reports to ensure operations are within forecast limits<br>2.5 Adjust expenditure to meet financial targets as required<br>2.6 Report actual and potential variations in budgeted income<br>2.7 Develop recommendations to address budget variations |

## 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                                                                                                                              |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy          | <ul style="list-style-type: none"> <li>Estimate and calculate expenditure and recognise trends</li> </ul>                                |
| Get the work done | <ul style="list-style-type: none"> <li>Use software applications, including spreadsheets, to compile data and produce reports</li> </ul> |

## Unit Mapping Information

| Code and title current version                 | Code and title previous version                | Comments                                                   | Equivalence status |
|------------------------------------------------|------------------------------------------------|------------------------------------------------------------|--------------------|
| AHCBUS408<br>Operate within a budget framework | AHCBUS404<br>Operate within a budget framework | Foundation skills added<br>Assessment requirements updated | Equivalent unit    |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>