



**Australian Government**

# **CSCORG021 Determine the effective use of financial resources**

**Release: 1**

# CSCORG021 Determine the effective use of financial resources

## Modification History

| Release | Comments                                                                                                                                                                                                                                               |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to CSCORG508A Determine the effective use of financial resources.</p> |

## Application

This unit describes the skills required to identify financial resource requirements, establish budgets for activities and control expenditure and activities against budgets.

This unit applies to those working in a management role assuming responsibility for allocation of finances within a range of occupational areas.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to preparation and implementation of financial budgets and plans.

Those undertaking this unit work autonomously, occasionally accessing and evaluating support from a broad range of sources. The role requires analysis, communication and strong numeracy skills.

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

## Competency Field

Organisational administration and management

## Elements and Performance Criteria

| ELEMENTS                                           | PERFORMANCE CRITERIA                                                                                                                                                                                    |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes           | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section. |
| <b>1. Identify financial resource requirements</b> | <p>1.1 Consult with key people to develop and endorse proposals for expenditure.</p> <p>1.2 Ensure proposed expenditure takes into account factors likely to</p>                                        |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | <p>affect costs and returns.</p> <p>1.3 Link proposed financed activities to organisational objectives and strategies.</p> <p>1.4 Ensure proposed financed activities include targets, standards and monitoring methods.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2. Establish budgets for activities</b>                  | <p>2.1 Ensure relevant people participate in determining a budget that is clear, concise and presents a cost-benefit analysis.</p> <p>2.2 Present budget proposals in the format required by your organisational management practices.</p> <p>2.3 Conduct negotiations in a way that maintains good working relationships with the people involved.</p> <p>2.4 Resolve and report areas of uncertainty or contention and negotiate and finalise agreements in the time required.</p> <p>2.5 Provide relevant people with information about the budget decisions in a manner and timeframe that contribute to their cooperation and confidence.</p>                            |
| <b>3. Control expenditure and activities against budget</b> | <p>3.1 Ensure team members take individual responsibility for monitoring and controlling expenditure and activities against budgets.</p> <p>3.2 Implement a method of regular monitoring of expenditure and activities against budgets that complies with the organisation's requirements.</p> <p>3.3 Take corrective action in response to actual or potential significant variation from budgets promptly and effectively and report outcomes.</p> <p>3.4 Refer requests for expenditure outside the area of the budgets promptly to the relevant people.</p> <p>3.5 Complete records of activities against budgets accurately and make available to authorised people.</p> |

## Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

|                       |   |   |   |   |         |   |   |   |   |                 |   |   |   |   |                    |   |   |   |   |          |   |   |   |   |
|-----------------------|---|---|---|---|---------|---|---|---|---|-----------------|---|---|---|---|--------------------|---|---|---|---|----------|---|---|---|---|
| 1                     | 2 | 3 | 4 | 5 | 1       | 2 | 3 | 4 | 5 | 1               | 2 | 3 | 4 | 5 | 1                  | 2 | 3 | 4 | 5 | 1        | 2 | 3 | 4 | 5 |
| Learning              |   |   |   |   | Reading |   |   |   |   | Writing         |   |   |   |   | Oral communication |   |   |   |   | Numeracy |   |   |   |   |
| Performance variables |   |   |   |   |         |   |   |   |   |                 |   |   |   |   |                    |   |   |   |   |          |   |   |   |   |
| 1                     | 2 | 3 | 4 | 5 | 1       | 2 | 3 | 4 | 5 | 1               | 2 | 3 | 4 | 5 | 1                  | 2 | 3 | 4 | 5 | 1        | 2 | 3 | 4 | 5 |
| Support               |   |   |   |   | Context |   |   |   |   | Text complexity |   |   |   |   | Task complexity    |   |   |   |   |          |   |   |   |   |

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

## Unit Mapping Information

Supersedes and is equivalent to CSCORG508A Determine the effective use of financial resources.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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# Assessment Requirements for CSCORG021 Determine the effective use of financial resources

## Modification History

| Release | Comments                                                                                                                                            |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages. |

*Please refer to the advice in the CSC Assessment Guide.*

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- accessing and using legislation and guidelines relating to financial planning, management, reporting and accountability
- reading complex and formal documents, such as legislation, policies, procedures and accounting standards and providing advice on their interpretation and application
- detailing requirements, writing recommendations and preparing financial plans
- using financial applications for entering data and preparing reports requiring accuracy of expression
- communicating with key people using a range of communication styles to suit different audiences and purposes
- using communication strategies involving exchanges of complex financial information

## Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's policies and procedures related to financial planning, management, reporting and accountability
- corporate governance requirements
- relationships of financial management compliance framework to organisational structures
- organisation's general management and accountability structures and systems
- methods of analysing and costing resource capacity and use
- internal control mechanisms and accountability of processes and resources
- accrual accounting principles
- professional, ethical and business standards for financial management

- financial recording and reporting requirements

## Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when determining financial resources, including coping with difficulties, irregularities and breakdowns in routine.

Evidence must be gathered over time and drawn from the range of routine and required work activities relevant to the performance criteria, the range statement and the organisational environment.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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