



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	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to CSCORG508A Determine the effective use of financial resources.

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.
1. Identify financial resource requirements	1.1 Consult with key people to develop and endorse proposals for expenditure. 1.2 Ensure proposed expenditure takes into account factors likely to

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

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> 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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