



Australian Government

FBPPPL4006 Manage a work area within budget

Release: 1

FBPPPL4006 Manage a work area within budget

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, allocate and monitor work to achieve required outcomes within budget allocations.

The unit applies to individuals who are team leaders and are typically required to reach decisions on resource utilisation within budget constraints, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

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. Identify and plan within budget parameters	1.1 Determine budget requirements and parameters for work area 1.2 Determine, confirm and allocate resources to achieve production schedule within budget and according to workplace policy
2. Monitor resource utilisation against budget	2.1 Monitor performance to identify actual or potential variance to budget 2.2 Identify, investigate and report variances to budget according to workplace reporting requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Determine and communicate potential failure to achieve targets within budget to appropriate personnel in a timely manner 2.4 Take action to minimise negative impact of variance
3. Communicate budget information	3.1 Make budget information available to relevant personnel in a timely manner 3.2 Report budget information in the appropriate format and timelines according to workplace reporting requirements 3.3 Make contributions to the development of workplace budgets

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
Reading	Analyses and consolidates information and data from a range of sources, against defined criteria and requirements and checks for accuracy and completeness
Writing	Prepares and produces documents and reports that convey complex relationships between performance data and budget for further analysis
Numeracy	Performs mathematical calculations to analyse financial information, costs and values to accurately determine performance
Oral communication	Presents complex financial information in formal situations using clear and convincing language, tone and pace appropriate for the audience and purpose
Navigate the world of work	Takes responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	Selects and uses appropriate conventions and protocols when communicating budget outcomes with co-workers
Get the work done	- Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations - Contributes to continuous improvement of budget and work

Skill	Description
	practices by applying principles of analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4006 Manage a work area within budget	FDFPPL4006A Manage a work area within budget	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPPPL4006 Manage a work area within budget

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed a work area within budget, on at least one occasion, including:

- determining resource requirements for work area
- establishing budget and allocations for work area
- monitoring performance against budget targets and promptly identifying and acting on variances to minimise impact
- ensuring budget is communicated and reported to all appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the basis on which budgets developed for the work area are constructed, including:
 - what information is provided to budget planners
 - how to read and interpret budget information
 - how to apply budget information
 - monitoring/reviewing work performance
- basic accounting concepts, including:
 - fixed and variable costs
 - rate of return
 - methods of allocating indirect costs
 - methods of measuring investment value
- accounting models, including:
 - the difference between traditional accounting approaches and more recent developments
 - accounting implications of value added management

- life-cycle costing
- triple bottom line
- company approach to cost management so that decisions on resource allocation are within both budget allocations and company philosophy/preferred approach
- resource requirements to meet production and related costs
- process knowledge to identify factors likely to impact on achieving budget
- relevant personnel and departments to be consulted/advised of budget information, including:
 - information relevant to each group/person
 - the importance of providing accurate and timely information to each of the stakeholders
- options for maximising resource utilisation and minimising costs
- budget recording and reporting systems and requirements
- process improvement procedures for managing budgets.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - resource and budget allocations
 - work performance information
- specifications:
 - cost management specifications and requirements
- relationships:
 - opportunities to interact with others using typical workplace communication processes

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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