



Australian Government

PUAFIR505 Administer cost centre's financial resources

Release: 1

PUAFIR505 Administer cost centre's financial resources

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to prepare budget estimates and to administer and report on budget performance. It includes preparing capital and recurrent budget estimates, administering financial budgets and managing forward planning activities.

The unit is applicable to personnel required to manage the financial resources for a designated area of responsibility. A designated area of responsibility may include a region, brigade, business unit, department or a project involving the use and management of financial resources.

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

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

Pre-requisite Unit

Not applicable.

Competency Field

Fire

Unit Sector

Fire

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare capital and recurrent budget

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Capital and recurrent budget estimate is prepared to ensure that the necessary funds to operate a cost centre

estimates		for a budgetary period are accurately determined
	1.2	Budget details and supporting evidence are prepared and submitted, in accordance with organisational procedures and requirements
	1.3	Budget review process is used to identify organisational priorities
2 Administer financial budget	2.1	Budget is administered, in accordance with organisational procedures and financial policies to ensure effective resource usage
	2.2	Financial information is analysed and reported on, in accordance with organisational procedures, and actions are taken to achieve planned outcomes
	2.3	Expenditure is monitored and evaluated on a regular basis, in accordance with organisational procedures
3 Manage forward planning activities	3.1	Resource availability in relation to forward planning for staffing, plant, equipment and appliances is continuously monitored and managed, in accordance with organisational procedures
	3.2	Financial planning processes for activities and projects are managed, in accordance with organisational procedures
	3.3	Financial plans are updated to reflect changing circumstances
	3.4	Expenditure on new projects and initiatives is proposed, justified and negotiated, in accordance with organisational procedures

Foundation Skills

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAFIR505 Administer cost centre's financial resources

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes:

- administering a financial budget
- managing forward planning activities
- preparing capital and recurrent budget estimates including expenditure and capital requirements for a work group, department or business unit
- preparing a performance report for a budget

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- content and format of a performance report
- elements of a budget
- financial and budget development processes
- function and purpose of budgets
- limitations of budgets
- organisational documentation, policies and procedures
- purpose of a performance report
- types and formats of budgets

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations relevant
- appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>