

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Managing a Budget within a Youth Work Setting

Unit Reference Number: K/618/1866

Level: Three (3)

Credit Value: Two (2)

Minimum Guided Learning Hours: 12

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to identify budgetary requirements	1.1 Explain how to calculate the estimated costs of activities, resources and overheads needed to achieve a realistic budget
	1.2 Describe the components of a budget sheet
	1.3 Define the elements needed to gain stakeholder support for the budget
2. Be able to set a budget	2.1 Describe the importance of budget setting in a youth work setting
	2.2 Analyse information that enables realistic budgets to be set
	2.3 Perform a risk assessment and create a contingency plan
	2.4 Assess effectiveness of organisational policies and procedures for budget setting
	2.5 Explain how to report spending against the budget for fund holders so that they can track own spending
3. Be able to manage a budget	3.1 Apply budget monitoring and control techniques
	3.2 Identify causes of variations on the budget
	3.3 Propose realistic revisions to the budget, supporting recommendations with evidence

	3.4	Carry out budget related reports and information within agreed timescales
	3.5	Explain the actions to be taken in the event of suspected instances of fraud, malpractice with money
4. Be able to evaluate the use of a budget	4.1	Undertake a SWOT analysis in terms of what has worked and the areas for improvement
	4.2	Evaluate own role and responsibility in terms of what has worked and areas for improvement
	4.3	Evaluate the effectiveness of the budget setting process and make recommendations