|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | | **Using resources effectively and efficiently in the workplace** | | |
| Level: | | 2 | | |
| Credit value: | | 1 | | |
| Unit guided learning hours | | 7 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the importance of using resources effectively and efficiently in the workplace | | | 1.1  1.2  1.3  1.4  1.5 | Give examples for each of the physical, human and financial resources found in the workplace  Explain why it is important to have sufficient levels of materials and labour in the workplace  Outline how to monitor the use of resources to determine efficiency and effectiveness  Outline why it is important to ensure resources are used efficiently  Explain how to ensure the safe and effective use of resources within the team |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop an understanding of the efficient and effective use of resources as required by a practising or potential team or cell leader. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to MSC 2004 NOS: D5 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M2.13 Using resources efficiently in the workplace | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Different types of resources used in the workplace * Importance of sufficient resources, and the implications of shortfalls * Methods to plan and procedures for obtaining the necessary resources * Methods of resolving problems/shortfalls in supply * Simple measures to ensure the safe and efficient use of resources within the team * Concepts of capital, consumable, fixed and variable costs as indicators of where team leader can make a difference * Compliance with organisational, legal and regulatory standards | | | |