

## Manage the efficient use of resources

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### Overview

This standard is about managing the resources for which you are responsible. These can be either financial resources in the form of a budget or physical resources such as equipment and consumables. The standard covers recommended resources for you and your team to meet their objectives.

The standard also covers monitoring and controlling the way in which resources are used.

This standard is

1 manage the efficient use of resources

This standard is aimed at staff that has substantial responsibilities for equipment and consumables.

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### Performance criteria

- You must be able to:* Manage the efficient use of resources
- You must be able to:
- P1 give colleagues the opportunity to provide information on the resources the team needs
  - P2 collate information from colleagues about the resources the team needs
  - P3 make recommendations that take account of trends and developments and current best practice which are likely to affect the use of resources
  - P4 make recommendations that are consistent with team objectives, organisational regulations and procedures and environmental issues
  - P5 make recommendations that indicate the potential benefits expected from the planned use of resources
  - P6 present recommendations to colleagues
  - P7 provide opportunities for colleagues to take individual responsibility for the efficient use of resources when required
  - P8 monitor the efficient use of resources within your area of responsibility
  - P9 make sure the use of resources by the team takes into account the potential impact on the environment
  - P10 monitor the quality of resources and ensure consistency in product and service delivery
  - P11 identify problems with resources promptly, and make recommendations for corrective action to colleagues as soon as possible
  - P12 make recommendations for improving the use of resources in accordance with your organisational regulations and procedures
  - P13 make sure that records relating to the use of resources are completed in accordance with your organisational regulations and procedures

## Manage the efficient use of resources

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### Knowledge and understanding

*You need to know and understand:* Manage the efficient use of resources

You need to know and understand:

K1 how to give colleagues the opportunity to provide information on the resources the team needs

K2 how to collate information from colleagues about the resources the team needs

K3 how to make recommendations for the effective use of the resources taking into account trends and development and current best practice which are likely to affect the use of resources

K4 how to make recommendations that are consistent with team objectives, organisation regulations and procedures and environmental issues

K5 how to make recommendations that indicate the potential benefits expected from the planned use of resources

K6 how to present recommendations to colleagues

K7 how to provide opportunities for colleagues to take individual responsibility for their efficient use of resources when required

K8 how to monitor the efficient use of resources within your area of responsibility

K9 how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services

K10 the importance of effective management of resources to organisational performance

K11 how to make sure the use of resources by the team takes into account the potential impact on the environment

K12 how to monitor the quality of resources and ensure consistency in product and service delivery

K13 how to identify problems with resources promptly, and make recommendations for corrective action to colleagues as soon as possible

K14 how to make recommendations for improving the use of resources in accordance with your organisational regulations and procedures

K15 the importance of ensuring that records relating to the use of resources are completed in accordance with your organisational regulations and procedures

## Manage the efficient use of resources

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- Scope/range related to performance criteria**
- 1 Colleagues
    - 1.1 more senior staff
    - 1.2 working at the same level
    - 1.3 those working in supporting roles
    - 1.4 freelance colleagues
    - 1.5 colleagues from other organisations
  - 2 Recommendations
    - 2.1 short term
    - 2.2 medium term
  - 3 Corrective action
    - 3.1 altering activities
    - 3.2 modifying the use of resources
    - 3.3 focuser-negotiating the allocation of resources
  - 4 Resources
    - 4.1 people
    - 4.2 equipment
    - 4.3 clothing
    - 4.4 environment
    - 4.5 domestic arrangements
    - 4.6 logistical arrangements

## Skills

Listed below are the main generic skills and qualities applied to the delivery of Outdoors Programmes.

- 1 Empathy
- 2 Active listening
- 3 Coaching
- 4 Communicating
- 5 Consulting
- 6 Influencing and persuading
- 7 Delegating
- 8 Diplomacy
- 9 Empowering
- 10 Facilitating
- 11 Following
- 12 Leading by example
- 13 Managing challenging behaviour
- 14 Mentoring
- 15 Motivating
- 16 Negotiating and compromising
- 17 Obtaining feedback
- 18 Planning and evaluating
- 19 Providing feedback
- 20 Setting objectives
- 21 Valuing and supporting others

## Glossary

**Current best practice** Being aware of the sector standards plus new and effective resources and ways of using them in the wider sector in general.

**Organisational regulations and procedures**

Typically, these documents will set out the standards, procedures and requirements for activity delivery. They may include equipment lists, outline session plans, safety points and procedures. They also may make reference to specific NGB (National Governing Body) or other relevant national activity bodies in terms of information and guidelines related to activities. The documents may also make reference to staffing levels and standards in terms of ratios, qualifications and training/assessment undertaken, which may link to NGBs, technical advisers and other external or internal features. Good quality documents have many uses and may be needed by a range of internal

and external parties and stakeholders. The documents help to communicate to staff and others clear and consistent information.

**Resources**

Mainly seen as relating to activity delivery in terms of equipment/supplies, but also could relate to staff involved in the activity.

**Trends and developments**

Being aware of new ways of doing things and related resources and equipment in your areas of responsibility.

**Links to other NOS**

This standard links with SKAOP2 and SKAOP12

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