Units contributing to

City & Guilds Level 5

Award, Certificate, Diploma and Extended Diploma in Leadership and Management (8607)

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| Title: | **Managing resources** |
| Level: | 5 |
| Credit value: | 4 |
| Learning outcomes | Assessment criteria |
| 1. Understand how to manage physical resources for which you are accountable
 | 1.1 Evaluate the effective and efficient use of physical resources for which you are accountable, in line with organisational policies and procedures1.2 Assess the procedures for the maintenance and safe use of physical resources for which you are accountable, in line with organisational policies and procedures1.3 Assess the procedures for the security of resources for which your you accountable in line with organisational policies and procedures1.4 Identify opportunities for improvement in own organisation’s policies and procedures for the management of physical resources  |
| 1. Be able to plan and implement improvements for managing physical resources for which you are accountable.
 | 2.1 Plan improvements to the management of physical resources for which you are accountable, informed by your evaluation and assessment. 2.2 Implement improvements to the management of physical resources for which you are accountable, ensuring compliance with organisational policies and procedures |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop understanding and ability to be able to manage physical resources in own area of operation, as required by a practising or potential middle manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS: F3 |
| 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) | Management Standards Centre (MSC) |
| Location of the unit within the subject/sector classification system | Business Management |
| Unit guided learning hours | 12 |
| 1 | * Planning usage of resources, obtaining resources, ensuring availability of resources, monitoring resources
* Implications of equipment usage such as acquisition and operating costs, lean management
* Methods of capacity planning
* Routine scheduled maintenance programmes
* Measures to ensure the safety and security of equipment
* Measures for the safe operation of equipment, including training
* Methods of determining materials requirements, including MRP and JIT
* Organisation policies and procedures relating to physical resources
* Purchasing and procurement procedures
* Materials control principles and procedures, including EBQ and EOQ
* Procedures for recording receipt and issue of materials
* Materials storage, including safety and security
* Incidence of waste and measures to minimise waste
* Energy management
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| 2 | * Business process improvement to reduce variation or waste in business processes
* Aligning business processes and resource usage to organisational goals and organisational policies and procedures
* Principles of project management
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