Golf Course Manager

UNIT 42

Manage the use of physical resources

Overview

The aim of this unit is to provide the learner with the knowledge, understanding and skills to efficiently manage the physical resources needed for the projects and tasks for which they are responsible.

	Learner Outcomes The learner will:		Assessment Criteria The learner can:
1	be able to plan the use of physical resources	1.1	give opportunities to relevant people to provide information about the physical resources required
		1.2	ensure their plans take account of relevant past experience, trends and developments and factors likely to affect future resource use
		1.3	ensure their plans are consistent with their organisation's objectives, policies and legal requirements
		1.4	present their plans to relevant people in an appropriate and timely manner
2	be able to obtain physical resources	2.1	ensure their requests for physical resources clearly show the costs involved and the anticipated benefits they expect from the use of the resources
		2.2	present their requests for physical resources to relevant people in time for the necessary resources to be obtained
		2.3	present their requests for physical resources in ways that reflect the commitment of those who will be using the resources

		2.4	ensure the physical resources they obtain are sufficient to support all activities within their control
		2.5	agree appropriate amendments to their plans with relevant people where they cannot obtain the physical resources they need in full
3	be able to ensure availability of supplies	3.1	identify the supplies they need accurately
		3.2	ensure the range of suppliers from which they choose is sufficiently wide to ensure adequate competition and continuity of supplies
		3.3	negotiate with suppliers in a manner which will maintain good relations with them
		3.4	ensure the agreements they reach with suppliers provide good value and comply with organisational and legal requirements
		3.5	monitor the quality and quantity of supplies at appropriate intervals
		3.6	ensure the supplies they obtain consistently meet their organisation's requirements for quality, quantity and delivery
		3.7	deal with any actual or potential problems with supplies promptly
		3.8	ensure their records of supplies are complete, accurate and available only to authorised people
4	be able to monitor the use of physical resources	4.1	give opportunities to team members to take individual responsibility for the efficient use of physical resources
		4.2	ensure their team's use of physical resources is efficient and takes into account the possible impact on the environment
		4.3	monitor the quality of physical resources continuously
		4.4	ensure their methods of monitoring the use of physical resources are reliable and comply with organisational requirements

		4.5	monitor the actual use of physical resources against an agreed plan at appropriate intervals
		4.6	take prompt corrective action to deal with actual or potential significant deviations from their plan
		4.7	ensure their records relating to the use of physical resources are complete, accurate and available to authorised people only
5	know and understand how to plan the use of physical resources	5.1	explain how to carry out cost-benefit analyses for the use of resources
		5.2	explain how to analyse work activities to identify required supplies
		5.3	explain how to select from a range of suppliers to ensure value for money, consistency, quality and continuity of supply within organisational and legal requirements
		5.4	explain how to present and communicate plans on resource usage effectively
		5.5	explain how to develop and present an effective case for resources to relevant people
		5.6	explain how to encourage and enable staff to communicate their needs for resources
		5.7	explain how to encourage and empower team members to take responsibility for the efficient use of resources
		5.8	describe organisational objectives, policies and legal requirements relevant to resource usage
		5.9	explain how to interpret these and identify the implications for resource planning
		5.10	describe procedures to follow in order to request resources

		5.11	describe the legal and organisational requirements which govern the selection of suppliers, how to interpret these and identify the implications for their work
		5.12	describe the organisational and legal requirements regarding the impact of resource usage on the environment and how to minimise adverse effects
		5.13	describe the organisation's requirements for controlling resource usage
		5.14	describe the planned objectives and measures for resource usage
		5.15	explain how to develop short, medium and long term plans for the use of resources
		5.16	describe the types of trends and developments which might impact on their use of resources, how to analyse these and draw out the implications for planning
6	know and understand how to obtain physical resources	6.1	explain how to select from a range of suppliers to ensure value for money, consistency, quality and continuity for supply within organisational and legal requirements
		6.2	explain how to present and communicate plans on resource usage effectively
		6.3	explain how to develop and present an effective case for resources to relevant people
		6.4	explain how to obtain and maximise commitment to resource planning
		6.5	explain how to encourage and empower team members to take responsibility for the efficient use of resources
		6.6	explain how to establish effective agreements with suppliers and the legal, ethical and organisational requirements that govern these

		6.7	explain your organisation's requirements for controlling resource usage
		6.8	describe the principles underpinning effective resource planning and their role and responsibility in relation to them
		6.9	explain how to adjust work plans in the event of required resources not being available
		6.10	describe the physical resources which they need to carry out their activities effectively
		6.11	describe the range of suppliers available for the physical resources they require
		6.12	describe the range of problems which may occur with supplies and suppliers and effective corrective action to take in response to these
		6.13	describe the range of obstacles to efficient use of resources and effective corrective action to take in response to these
		6.14	describe the importance of effective record keeping in the use of resources and how to ensure that this happens
7	know and understand how to ensure availability of supplies	7.1	explain how to select from a range of suppliers to ensure value for money, consistency, quality and continuity of supply within organisational and legal requirements
		7.2	describe the principles of confidentiality regarding the use of resources and which types of information may be made available to whom
		7.3	explain how to monitor the provision of supplies to ensure ongoing quality, quantity, delivery and time requirements are being met

		7.4	describe the importance of effective monitoring of resource use to organisational efficiency and their role and responsibility in relation to this
		7.5	explain how to monitor and control resource usage to maintain consistency and quality in the provision of products and services
		7.6	explain how to establish effective agreements with suppliers and the legal, ethical and organisational requirements which govern these
		7.7	describe organisational objectives, policies and legal requirements relevant to resource usage, how to interpret these and identify the implications for resource planning
		7.8	describe the procedures to follow in order to request resources
		7.9	describe the legal and organisational requirements which govern the selection of suppliers, how to interpret these and identify the implications for their work
		7.10	describe the organisational and legal requirements regarding the impact of resource usage on the environment and how to minimise adverse effects
		7.11	explain the organisation's requirements for controlling resource usage
		7.12	explain the planned objectives and measures for resource usage
		7.13	explain how to adjust work plans in the event of required resources not being available
		7.14	describe the physical resources which they need to carry out their activities effectively
		7.15	describe the importance of continuity of supplies to maintaining the quality of products and services and their role and responsibility in relation to this

		7.16	describe the range of suppliers available for the physical resources they require
		7.17	describe the range of problems that may occur with supplies and suppliers and effective corrective action to take in response to these
		7.18	describe the range of obstacles to efficient use of resources and effective corrective action to take in response to these
		7.19	describe the importance of accurate record keeping in managing supplies and suppliers and systems to ensure that this happens properly
		7.20	describe the importance of effective record keeping in the use of resources and how to ensure that this happens
8	know and understand how to monitor the use of physical resources	8.1	describe the principles of confidentiality regarding the use of resources and which types of information may be available to whom
		8.2	explain how to encourage and enable staff to communicate their needs for resources
		8.3	explain how to obtain and maximise commitment to resource planning
		8.4	explain how to encourage and empower team members to take responsibility for the efficient use of resources
		8.5	explain how to monitor the provision of supplies to ensure ongoing quality, quantity, delivery and time requirements are being met
		8.6	describe the importance of effective monitoring of resource use to organisational efficiency and their role and responsibility in relation to this
		8.7	explain how to monitor and control resource usage to maintain consistency and quality in the provision of products and services

		8.8	describe the organisational and legal requirements regarding the impact of resource usage on the environment and how to minimise adverse effects
		8.9	explain the organisation's requirements for controlling resource usage
		8.10	explain how to adjust work plans in the event of required resources not being available
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