

AHCBUS404~~XX~~ Operate within a budget framework

### Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

<b>AHCBUS404<del>XX</del></b>	<b>Operate within a budget framework</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to operate within a budget framework <u>of a business</u>.</p> <p><del>All work must be carried out to comply with organisational requirements, legislation and codes and in consultation with the management team.</del></p> <p>This unit applies to individuals who take responsibility for their own work and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.</p> <p><u>All work must be carried out to comply with organisational requirements, legislation and codes and in consultation with the management team.</u></p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Business (BUS)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Participate in formulation of a budget	1.1 Gather budget planning information from relevant sources 1.2 Identify priorities in relation to the organisation's vision and plans 1.3 Identify known sources of income as well as new sources of income 1.4 Review expenditure for existing operations 1.5 Review overhead expenditure 1.6 Estimate expenditure for new initiatives and expansion 1.7 Request budget variations to suit organisational needs
2. Supervise financial transaction	2.1 Arrange expenditure within budget delegations 2.2 Record transactions to meet taxation and accounting requirements 2.3 Compare actual sales and expenditure to the enterprise budget 2.4 Check financial reports to ensure operations are within forecast limits 2.5 Adjust expenditure to meet financial targets as required 2.6 Report actual and potential variations in budgeted income 2.7 Develop recommendations to address budget variations

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### Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

Skill	Description
<u>Numeracy</u>	<ul style="list-style-type: none"> <li><u>Estimate and calculate expenditure and recognise trends</u></li> </ul>
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### Range Of Conditions

*This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.*

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### Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS404 <del>XX</del> Operate within a budget framework	AHCBUS404 <del>A</del> Operate within a budget framework	<u>Foundation skills added.</u> <u>Assessment requirements updated.</u>	Equivalent unit

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a>
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<b>TITLE</b>	<b>Assessment requirements for AHCBUS404 Operate within a budget framework</b>
<b>Performance Evidence</b>	
<p><del>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has operated effectively within a budget framework for a period of at least three months (a financial quarter), including: The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.</del></p> <p><del>The candidate must provide evidence that they can:</del></p> <ul style="list-style-type: none"> <li><del>identify</del><del>ed</del> <del>typical</del> information to be included in a budget</li> <li><del>review</del><del>ed</del> budgeted income and expenditure and compared to actuals</li> <li><del>record</del><del>ed</del> transactions and allocated them to cost and income categories</li> <li><del>identify</del><del>ed</del> and <del>report</del><del>ed</del> budget variations</li> <li><del>review</del><del>ed</del> production and expenditure plans to meet financial targets.</li> </ul>	
<b>Knowledge Evidence</b>	
<p><del>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of: The candidate must demonstrate knowledge of:</del></p> <ul style="list-style-type: none"> <li><del>income and expenditure categories</del></li> <li><del>budgeting procedures and templates</del></li> <li><del>taxation and accounting requirements for recording financial transactions</del><del>business</del></li> <li><del>costing and forecasting mechanisms</del></li> <li><del>cash flow analyses and records</del></li> <li><del>financial recording and reporting systems</del></li> <li><del>records of receipts and expenditure</del></li> <li><del>work reports</del></li> <li><del>factors that impact upon the timing of sales and purchases, including taxation, goods and services tax (GST), and market conditions.</del></li> </ul>	
<b>Assessment Conditions</b>	
<p><del>Assessment of skills must take place under the following conditions:</del></p> <ul style="list-style-type: none"> <li><del>physical conditions:</del> <ul style="list-style-type: none"> <li><del>skills must be demonstrated in an environment that accurately represents workplace conditions</del></li> </ul> </li> <li><del>resources, equipment and materials:</del> <ul style="list-style-type: none"> <li><del>access to business financial records.</del></li> </ul> </li> </ul> <p><del>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</del></p> <p><del>Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.</del></p> <p><del>Assessors must satisfy current standards for RTOs.</del></p>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a>

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