

WWP 406 Co-ordinate resources

Introduction

What is this unit about?

This unit is about making sure that your organisation/project has the resources necessary to undertake work with parents. The resources could be in the form of venues, materials, funding or human resources such as tutors, support workers, administrators and managers. It is about making sure that resources are available when and where they are needed

Who is this unit for?

This unit is for you if you are responsible for making sure that resources are available for your organization/project or team

Principles and values

You must work within the principles and values of the sector in order to achieve this unit

Content of unit.

The elements are: -

1. Secure and deploy resources
2. Monitor and evaluate the effective use of resources

Place in the NVQ/SVQ Framework

This is an optional unit at Level 4

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Links to Key and Core Skills

This unit will provide some evidence for the following QCA Key Skills:

and the following SQA Core Skills:

National Occupational Standards for Work with Parents

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What do we mean by some of the words used in this unit	
Resources	The people and things that are necessary to get the job done. This can include: venues, materials, funding or human resources such as tutors, support workers, administrators and managers
Maintained in accordance with requirements	Equipment, such as AV or computer equipment may need to have regular maintenance in order to comply with safety or warranty requirements
Evaluation criteria	The basis on which the evaluation will be made. A set of criteria will make sure that any evaluation is valid and reliable and could be repeated if necessary. If there are objective criteria it reduces the chance of an individual's personal views or preferences influencing the result
Monitor	Keep an ongoing check on how the resources are being used, the checks could be on 'how many' 'how much' 'how well' or a range of specific factors you have identified in your evaluation criteria
Evaluate	Make a judgement using the information gained from monitoring and measuring it against the evaluation criteria

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Element WWP 406.1 Secure and deploy resources

The National Standard

Performance criteria

To meet the national standard you must:-

1. Consult parents, colleagues and data from your own and other organisations in order to identify the resources needed to meet your objective
2. Ensure that adequate resources are available
3. If necessary, make a case for additional resources
4. Allocate resources in order to achieve the most effective service for parents
5. Explain the reasons for any shortfall in resources to colleagues and parents
6. Ensure that, where necessary, resources are maintained in accordance with requirements
7. Re-allocate resources, if necessary, in the light of changing circumstances or demands

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Element WWP 406.2 Monitor and evaluate the effective use of resources

The National Standard

Performance criteria

To meet the national standard you must:-

1. Develop, or use an existing system for monitoring resources
2. Agree the evaluation criteria with relevant colleagues and agencies
3. Obtain feedback on suitability of the resources allocated
4. Establish the cost effectiveness of the resources allocated
5. Monitor the extent to which the resources are enabling your organisation/project to achieve its objectives
6. Monitor the use of resources against allocated budget requirements
7. Evaluate, using agreed criteria, the effectiveness of the resources
8. Make changes, if necessary, in the light of the evaluation

National Occupational Standards for Work with Parents

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What you must know and understand

To be competent in this unit, you must know and understand the following:-

	How to use a software monitoring or budgetary package
	The importance of the effective use of resources in management
	The range of approaches to resource allocation and deployment and the system used in your organisation/project
	Why evaluation is important and the methods of developing and agreeing criteria
	Methods of communication and the importance of communication strategies with colleagues and parents