

Unit A51 Administer finance and information

Introduction

Summary

This unit is about carrying out basic administrative duties for sport and recreation activities. The purpose of administering finance and information could be to:

- deal with cash
- deal with cheques
- maintain paper-based membership and finance records
- maintain computer-based membership and finance records

The unit is divided into three parts. The first part (page 2) gives some examples and explanations of some words we use in the unit. The second part (pages 3-5) describes the three things you have to do. These are:

- A51.1** **Receive and disburse money**
- A51.2** **Enrol participants for activities**
- A51.3** **Maintain records**

The third part (pages 6-7) describes the knowledge and understanding you must have.

Target Group

The unit is for people who are responsible for basic financial management, enrolling participants for activities and maintaining records and information. This unit is mainly for those involved in Sports Development programmes but may also be appropriate for Activity Leaders in the Outdoors, Playworkers or Coaches.

Linked Units

This unit links to D22.

Place in the NVQ/SVQ Framework

This is an optional unit in the Activity Leadership NVQ/SVQ.

Links to Key and Core Skills

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

Communication 2.1a, 2.2, 2.3
Application of Number 1.1, 1.2, 1.3
Information Technology 1.1, 1.2
Working with Others 2.1, 2.2, 2.3
Problem Solving 2.1, 2.2, 2.3

and the following SQA Core Skills:

Communication Intermediate 1
Numeracy Access 3
Using Information Technology Access 3
Working with Others Intermediate 1
Problem Solving Intermediate 1

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What We Mean By Some of the Words Used in this unit

Authorised colleague	<i>the person in the organisation who is responsible for receiving and safeguarding money, maintaining records and issuing receipts</i>
Calculations	<i>working out the correct charges, giving correct change where cash is used and keeping a total of money received and paid out and transferred to and from a safe bank or till</i>
Confidential information	<i>information which should only be made known to others with the participant's agreement; for example participants' medical conditions, addresses and telephone numbers</i>
Disburse	<i>pay out</i>
Legal requirements	<i>for example the Data Protection Act</i>
Money	<i>this will usually be money paid by participants to take part in activities, but could also be payment or deposits for certain types of equipment; money disbursed could include payment for the use of facilities or the purchase of consumables such as table tennis balls or shuttlecocks</i>
Organisational procedures/requirements	<i>the procedures of the organisation which are relevant to handling money, enrolling participants and keeping records, including those that safeguard against fraud and theft</i>
People with particular needs	<i>people for whom activities will be more than normally challenging, for example people with medical conditions, people who are overweight, unusually shy or nervous, pregnant women.</i>
Receipt	<i>a written acknowledgement of the amount of money received</i>
Records	<i>any sorts of records kept by you - for example records of enrolments, records about coaches or facilities.</i>

A51.11

Receive and disburse money

The National Standard

What you must do

To meet the national standard, you must:

1. record accurately and legibly the details of **money** received and paid out
2. make sure all **calculations** are correct
3. issue and obtain accurate receipts for **money** received and paid out
4. keep all **money**, records and receipts securely and pass these on to an authorised colleague as required
5. refer any problems regarding finance promptly to the authorised colleague
6. ensure that your financial procedures follow legal and organisational requirements

What you must cover

From your work you must show that you have received and disbursed both of the following types of:

a money

- 1 cash
- 2 cheques

and dealt with all of the following types of:

b calculations

- 1 charges
- 2 change
- 3 totals of money received and paid out
- 4 totals of money transferred to others

A51.22

Enrol participants for activities

The National Standard

What you must do

To meet the national standard, you must:

1. deal with enquiries promptly and courteously
2. provide potential **participants** with **information** about available activities
3. collect and record the necessary details about the **participants** you are enrolling
4. make sure the enrolments meet the requirements for the activity
5. confirm the arrangements for the activity with the **participants**
6. follow all organisational procedures relevant to enrolments

What you must cover

From your work you must show that you have introduced to activities two of the following types of:

a participants

- 1 adults
- 2 children and young people
- 3 people with particular needs

and provided at least three of the following types of:

b information

- 1 type of activities
- 2 timings of activities
- 3 participant requirements for activities
- 4 charges
- 5 opportunities for progression

However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.

A51.33

Maintain records

The National Standard

What you must do

To meet the national standard, you must:

- 1 make sure your **records** are complete, legible and accurate
- 2 store your **records** securely so that they can be found when they are needed
- 3 deal with confidential information correctly
- 4 find information when it is needed
- 5 pass on information to your colleagues as required
- 6 ensure all your **records** are handled according to organisational and legal requirements

What you must cover

From your work you must show that you have maintained both of the following types of:

- a **records**
 - 1 paper-based
 - 2 computer-based

Realistic simulations may be used to cover computer-based records. However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.

What you must know and understand

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

For A51.1 Receive and disburse money

- K1 the basic legal and organisational requirements for handling money relevant to your work, including those that safeguard against fraud and theft
- K2 how to calculate charges for activities under your control
- K3 how to calculate and record totals for money received, paid out and transferred
- K4 the problems which may occur when dealing with money
- K5 which problems you can deal with personally and which should be referred on to a colleague
- K6 the importance of recording the details of money received and paid out and how to do so
- K7 the importance of issuing and keeping receipts and what should be recorded on a receipt
- K8 how to store money, receipts and other financial records

For A51.2 Enrol participants for activities

- K9 the organisational requirements for enrolments
- K10 the importance of dealing with enquiries promptly and courteously
- K11 the information which should be provided to potential participants about available activities
- K12 the information which needs to be collected about participants and why this information is important
- K13 the requirements for activities under your control, for example numbers allowed, dress and equipment necessary, any previous experience.
- K14 why it is important to confirm arrangements for the activity with participants and what information needs to be confirmed

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For A51.3 Maintain records

- K15 organisational and legal requirements for storing and passing on information
- K16 the importance of accurate and efficient record keeping and filing
- K17 what types of information need to be treated confidentially - why and how this should be done
- K18 different types of filing methods available and how to choose one appropriate to your work