

# A212 Manage physical resources for sport and active leisure

## Introduction

### Summary

Physical resources – equipment, facilities, supplies, external services and utilities – are very important to a safe and fulfilling experience for customers and communities. Managers and sports development professionals need a sound knowledge of the resources available and a good understanding of how to specify and obtain these resources, monitor their use and maintain and improve them in a way that meets customer/community expectations.

The unit is divided into two parts. The first part (pages 2-4) describes the three things you have to do. These are:

- A212.1 Resource your operational plans for sport and active leisure**
- A212.2 Monitor the use of sport and active leisure resources**
- A212.3 Maintain and improve sport and active leisure resources**

The second part (pages 5 and 6) describes the knowledge and understanding you must have.

### Target Group

The unit is for experienced leisure managers and sports development professionals with considerable autonomy in their job roles.

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## A212.1

### Resource your operational plans for sport and active leisure

#### The National Standard

##### What you must do

To meet the national standard, you must:

- 1 identify from your operational plans the **resources** that you need
- 2 work with **others** to specify **criteria** for the **resources** you need
- 3 evaluate a range of possible **resources** and **suppliers** using agreed **criteria**
- 4 identify the **resources** that provide best value in terms of efficiency, effectiveness and organisational requirements
- 5 ensure that these **resources** support the diverse needs of customers
- 6 collect and record information about selected **resources** and consult with **others**
- 7 establish and apply agreed methods for the selection of **suppliers**
- 8 reach agreements with **suppliers** which meet agreed **criteria** and follow your organisation's requirements
- 9 establish mutual expectations and responsibilities with **suppliers**
- 10 make clear and accurate records of the agreements you have made and make these available to **others**
- 11 ensure that you consistently follow appropriate procurement policies, procedures and legal requirements.

##### What you must cover

This element covers the following:

###### a resources

1. equipment
2. facilities
3. supplies
4. external services
5. utilities
6. transport

###### b others

1. colleagues
2. decision makers
3. resource experts
4. customers
5. stakeholders

###### c suppliers

1. internal
2. external

###### d criteria

1. cost
2. quality
3. quantity
4. availability

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## A212.2

### Monitor the use of sport and active leisure resources

#### The National Standard

##### What you must do

To meet the national standard, you must:

- 1 make sure you have the necessary information about legal, regulatory and organisational requirements for your **resources** and manufacturers' guidelines
- 2 maintain complete and accurate records of your **resources**
- 3 carry out and record regular inspections of your **resources**, in line with legal, regulatory and organisational requirements
- 4 monitor, evaluate and record the quality, efficiency and effectiveness of your **resources** against agreed standards
- 5 ensure that the quality and quantity of **resources** is maintained
- 6 make sure your records are available to colleagues and external agencies when needed
- 7 make necessary reports to your organisation and external agencies.

##### What you must cover

This element covers the following:

###### a **resources**

1. equipment
2. facilities
3. supplies
4. external services
5. utilities
6. transport

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## A212.3

### Maintain and improve sport and active leisure resources

#### The National Standard

##### What you must do

To meet the national standard, you must:

- 1 identify **resources** that fail to meet organisational, legal and regulatory requirements or the expectations of **others**
- 2 monitor new industry developments for sport and active leisure **resources**
- 3 working in consultation with **others**, identify maintenance needs and opportunities for improvement
- 4 seek the advice and support of competent professionals when necessary
- 5 plan and arrange for the maintenance and improvements to **resources** to be carried out in line with your organisation's needs, procedures and the recommendations of manufacturers and suppliers
- 6 make sure that work meets organisational, legal and regulatory requirements and is done according to schedule and budget
- 7 ensure **others** are informed of maintenance and improvements and arrangements are put in place to keep service disruption to a minimum
- 8 ensure all maintenance and improvement activities are monitored and evaluated on a regular basis and that accurate records are maintained.

##### What you must cover

This element covers the following:

- a others**
  1. customers
  2. colleagues
  3. decision makers
  4. stakeholders
- b resources**
  1. equipment
  2. facilities
  3. supplies
  4. external services
  5. utilities
  6. transport

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## What you must know and understand

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

### **For the whole unit**

- K1 The range of resources used in sport and active leisure, their features and uses
- K2 Legal and regulatory requirements for the use and maintenance of sport and active leisure resources
- K3 Legal and regulatory requirements covering access to and use of resources – for example those covering disability discrimination and equal opportunities
- K4 Legal and regulatory requirements covering environmental issues to do with sport and active leisure resources
- K5 Legal requirements covering contracts and other types of agreements to supply, deliver and install resources
- K6 Legal and organisational requirements covering procurement and the tendering and selection process.
- K7 Sources of professional expertise, information and advice on sport and active leisure resources and their procurement, use, maintenance and improvement
- K8 Key organisational requirements covering the quality, cost and efficiency of sport and active leisure resources
- K9 People you should consult with and involve in the management of resources, including, where appropriate, local communities

### **Resourcing your operational plans**

- K10 How to analyse your operational plans to identify the type and quantity of resources that you need
- K11 How to develop criteria – including cost and budget – for the resources that you need
- K12 Why it is important to involve others in developing criteria for the resources that you need, who to involve and how to do so
- K13 How to evaluate available resources and suppliers using agreed criteria
- K14 How to record information about available resources and your evaluation
- K15 How to work effectively with suppliers and external contractors

### **Monitoring the use of resources**

- K16 The importance of keeping accurate and complete records regarding the resources you are responsible for and their use
- K17 Why it is important to carry out regular inspections of the resources you are

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responsible for and how to do so

K18 How to monitor the use of the resources you are responsible for and evaluate their efficiency, effectiveness and quality

## **Maintaining and improving resources**

K19 How to collect information from customers, colleagues and others on how resources could be improved

K20 How to plan and implement maintenance and improvement activities and take corrective action when required

K21 How to keep work within schedule and budget

K22 The importance of effective communication with colleagues and customers when maintenance and improvement work is underway