

Introduction**What is this unit about?**

This unit is about working in an organisation or group that is run by a management committee, normally within community-based provision.

Who is this unit for?

This unit is for you if you work for provision whose main purpose is to support the care, learning and development of children in partnership with their families.

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. Prepare and present operational plans and reports to management committees
2. Implement management committee policies and procedures
3. Work with management committees to identify funding streams

Place in the NVQ/SVQ framework

This unit is a group 2 option unit in the Level 3 NVQ/SVQ in Children's Care, Learning and Development.

Links to Key and Core Skills

This unit may provide evidence for the following:

| Key Skills | Core Skills |
|-------------------------------------|-------------------------------------|
| Communication: 3.1a, 3.1b, 3.2, 3.3 | Communication: Intermediate 2 |
| Working with Others: 3.1, 3.2, 3.3 | Problem Solving: Intermediate 2 |
| Problem Solving: 3.1, 3.2, 3.3 | Working with Others: Intermediate 2 |

What we mean by some of the words used in this unit

| | |
|--------------------------|--|
| Committee reports | Reports about a range of issues required by a committee e.g. finance, children's progress, human resource issues |
| Operational plans | Plans about how your provision will function and deliver an effective service |
| Funding streams | Sources of income for the provision |

The National Standard

Element CCLD 329.1 **Prepare and present operational plans and reports to management committees**

Performance criteria

This is the national standard which you must meet:

1. Prepare operational plans and committee reports as frequently as required and in the format requested by the committee
2. Ensure that the information provided is correct, relevant, up-to-date and clearly understandable by the committee
3. Provide operational plans that are flexible and can accommodate change
4. Make sure the plans make the best use of resources
5. Ensure operational plans meet the requirements of regulatory authorities and link to recognised curriculum frameworks
6. Consult with colleagues and other adults when preparing operational plans and committee reports
7. Consult with children and actively seek their views, according to their age, needs and abilities
8. Actively participate in the presentation of operational plans to the management committee, according to your role and responsibility, being willing to provide reasons for your plans

The National Standard

Element CCLD 329.2 **Implement management committee policies and procedures**

Performance criteria

This is the national standard which you must meet:

1. Be clear about the management committee's wishes for implementation of the plan
2. Monitor and report upon the use of resources during the implementation of the operational plan
3. Ensure the management committee is kept fully informed with respect to implementation issues
4. Suggest new ideas and innovation to the management committee as a result of your experience during implementation
5. Identify training needs for yourself and others as appropriate to the implementation of the operational plans

The National Standard

Element CCLD 329.3 Work with management committees to identify funding streams

Performance criteria

This is the national standard which you must meet:

1. Identify and suggest potential sources of funding to support the provision
2. Investigate funding streams in partnership with others
3. Check that your provision is eligible for funding

What you must know and understand

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

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|---------------|--|
| K3P612 | The importance of community-based provision and its positive effects on a local community |
| K3M613 | How to prepare clear reports and planning documents linked to the requirements of the management committee and the best interests of children and families |
| K3P614 | The types of plans which are most suitable and useful for your provision e.g. long-term plans, medium or short-term plans |
| K3P615 | The centrality of the needs and achievements of children and families within your planning and reporting |
| K3P616 | How to build flexibility, innovation and responsiveness into your plans for provision |
| K3P617 | The importance of considering available resources when developing plans and presenting succinct and cogent arguments to support your plan |
| K3M618 | Issues of responsibility within your provision, the lines of reporting and accountability |
| K3D619 | Curriculum frameworks and regulations that affect your provision |
| K3P620 | Local training opportunities |
| K3P320 | Requirements of the relevant inspectorates |
| K3P621 | The need for compliance with other government requirements such as implementing an equality strategy |
| K3P622 | Potential sources of funding to support the provision |
| K3M623 | How to access different funding streams and balance the opportunities and demands these may present |
| K3P624 | The difficulties of sustainability of provision and of dependence on short-term funding |