Training verification log sheet

QCTO NQF level 6 Facilities Management Qualification

Curriculum code: 14390100

Practical Modules

Module 4: **143901000-PM-04, Financial Management for Facilities Managers, NQF Level 6, Credits 3**

**Purpose of the Practical Skill Modules**

1. PM-04-PS01: Develop and apply cashflow projections
2. PM-04-PS02: Compile a capital budget
3. PM-04-PS03: Compile an operational budget
4. PM-04-PS04: Administer procurement procedures
5. PM-04-PS05: Control stock
6. PM-04-PS01: Develop and apply cashflow projections

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-******Assessor/ Supervisor*** | ***Signature-******Moderator*** | ***Signature-******Safma Evaluator*** |
| 1. Account for profit and loss |  |  |  |  |  |  |
| 2. Calculate cash flow |  |  |  |  |  |  |
| 3. Apply the principles of time value of money |  |  |  |  |  |  |
| 4. Calculate the capitalization rate and initial yield |  |  |  |  |  |  |
| 5. Draft a financial report depicting the utilisation efficiencies of the facility |  |  |  |  |  |  |
| 6. Identify drivers for benchmarking costs |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

1. PM-04-PS01: Develop and apply cashflow projections

1.1 Account for profit and loss

**Supporting Documents and Evidence for:**

1. PM-04-PS01: Develop and apply cashflow projections

1.2 Calculate cash flow

**Supporting Documents and Evidence for:**

1. PM-04-PS01: Develop and apply cashflow projections

1.3 Apply the principles of time value of money

**Supporting Documents and Evidence for:**

1. PM-04-PS01: Develop and apply cashflow projections

1.4 Calculate the capitalization rate and initial yield

**Supporting Documents and Evidence for:**

1. PM-04-PS01: Develop and apply cashflow projections

1.5 Draft a financial report depicting the utilisation efficiencies of the facility

**Supporting Documents and Evidence for:**

1. PM-04-PS01: Develop and apply cashflow projections

1.6 Identify drivers for benchmarking costs

1. PM-04-PS02: Compile a capital budget

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-******Assessor/ Supervisor*** | ***Signature-******Moderator*** | ***Signature-******Safma Evaluator*** |
| 1. Identify and address the business objectives contained in the prospective investment profile |  |  |  |  |  |  |
| 2. Compile criteria for the evaluation of capital investments |  |  |  |  |  |  |
| 3. Apply capital budgeting techniques |  |  |  |  |  |  |
| 4. Identify and evaluate the financial implications that inform a capital investment decision |  |  |  |  |  |  |
| 5. Identify and report on the financial risk related to the capital investment decision |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

2. PM-04-PS02: Compile a capital budget

2.1 Identify and address the business objectives contained in the prospective investment profile

**Supporting Documents and Evidence for:**

2. PM-04-PS02: Compile a capital budget

2.2 Compile criteria for the evaluation of capital investments

**Supporting Documents and Evidence for:**

2. PM-04-PS02: Compile a capital budget

2.3 Apply capital budgeting techniques

**Supporting Documents and Evidence for:**

2. PM-04-PS02: Compile a capital budget

2.4 Identify and evaluate the financial implications that inform a capital investment decision

**Supporting Documents and Evidence for:**

2. PM-04-PS02: Compile a capital budget

2.5 Identify and report on the financial risk related to the capital investment decision

1. PM-04-PS03: Compile an operational budget

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-******Assessor/ Supervisor*** | ***Signature-******Moderator*** | ***Signature-******Safma Evaluator*** |
| 1. Translate the strategic and operational plans (considering the various maintenance strategies) to costing as an iterative process of linking cost to activities |  |  |  |  |  |  |
| 2. Identify factors that have an influence on trends and budget assumptions based on historical considerations |  |  |  |  |  |  |
| 3. Identify and utilise the most appropriate budgeting methods in compiling the budget. |  |  |  |  |  |  |
| 4. Monitor and report on cost centre performance. |  |  |  |  |  |  |
| 5. Analyse the impact of operational productivity on budgets |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

3. PM-04-PS03: Compile an operational budget

3.1 Translate the strategic and operational plans (considering the various maintenance strategies) to costing as an iterative process of linking cost to activities

**Supporting Documents and Evidence for:**

3. PM-04-PS03: Compile an operational budget

3.2 Identify factors that have an influence on trends and budget assumptions based on historical considerations

**Supporting Documents and Evidence for:**

3. PM-04-PS03: Compile an operational budget

3.3 Identify and utilise the most appropriate budgeting methods in compiling the budget.

**Supporting Documents and Evidence for:**

3. PM-04-PS03: Compile an operational budget

3.4 Monitor and report on cost centre performance.

**Supporting Documents and Evidence for:**

3. PM-04-PS03: Compile an operational budget

3.5 Analyse the impact of operational productivity on budgets

1. PM-04-PS04: Administer procurement procedures

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-******Assessor/ Supervisor*** | ***Signature-******Moderator*** | ***Signature-******Safma Evaluator*** |
| 1. Define a set of procurement procedures |  |  |  |  |  |  |
| 2. Administer procurement procedures (for outsourcing, products, services, contractors, designers, whole buildings and so forth) |  |  |  |  |  |  |
| 3. Define, justify and apply chargeback procedures |  |  |  |  |  |  |
| 4. Analyse industry and budget cycles to optimise procurement |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

4. PM-04-PS04: Administer procurement procedures

4.1 Define a set of procurement procedures

**Supporting Documents and Evidence for:**

4. PM-04-PS04: Administer procurement procedures

4.2 Administer procurement procedures (for outsourcing, products, services, contractors, designers, whole buildings and so forth)

**Supporting Documents and Evidence for:**

4. PM-04-PS04: Administer procurement procedures

4.3 Define, justify and apply chargeback procedures

**Supporting Documents and Evidence for:**

4. PM-04-PS04: Administer procurement procedures

4.4 Analyse industry and budget cycles to optimise procurement

1. PM-04-PS05: Control stock

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-******Assessor/ Supervisor*** | ***Signature-******Moderator*** | ***Signature-******Safma Evaluator*** |
| 1. Determine the optimal stock levels |  |  |  |  |  |  |
| 2. Determine optimum stock management procedures |  |  |  |  |  |  |
| 3. Define and administer security processes to protect the inventory and prevent loss |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

5. PM-04-PS05: Control stock

5.1 Determine the optimal stock levels

**Supporting Documents and Evidence for:**

5. PM-04-PS05: Control stock

5.2 Determine optimum stock management procedures

**Supporting Documents and Evidence for:**

5. PM-04-PS05: Control stock

5.3 Define and administer security processes to protect the inventory and prevent loss