

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Formulate budgets for works projects
Code	109042L5
Range	This unit of competency is applicable to managers who are engaged in financial duties in arboricultural and horticultural organisations. Practitioners should be capable of using knowledge of project management and accounting to analyse all kinds of costs according to the contract contents and the established procedures and requirements of the organisation, so as to formulate budgets for works projects with a view to helping the organisation to control costs.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to formulating budgets for works projects</p> <ul style="list-style-type: none"> • Comprehend the contents and terms of project contracts • Possess knowledge of works project management • Possess basic accounting knowledge and its application • Possess knowledge of formulating budgets for works projects <p>2. Formulate budgets for works projects</p> <ul style="list-style-type: none"> • Formulate budgets for works projects with reference to the contents of tender documents and price information of similar past projects • Select suitable contractors and suppliers • Analyse the various types of costs of the projects and use accounting knowledge to review the budgets of the works projects • Submit project budgets to superiors for approval <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the accuracy and timeliness of the contents and data of works projects' budgets • Formulate project budgets with integrity and in compliance with accounting standards and the guidelines of the organisation to prevent any corrupt conduct
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to analyse all kinds of price information of contractors and suppliers in accordance with the established procedures and requirements of the organisation; and • Able to comply with accounting standards, guidelines of the organisation and contractual terms to formulate appropriate budgets for the organisation's works projects.
Remark	