

Title	Contribute to strategic planning, and develop and evaluate a business plan for a facility		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to: contribute to strategic planning for a facility and develop a business plan to support implementation of strategies; and evaluate the effectiveness of the business plan for a facility.
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Classification	Recreation and Sport > Recreation and Sport - Management
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Available grade	Achieved
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Guidance Information

- 1 All learning and assessment within this unit standard must be carried out in accordance with the following, as relevant to their role:
 - relevant legislation including Health and Safety at Work Act 2015, Sport and Recreation New Zealand Act 2002, Resource Management Act 1991, Building Act 2014, Privacy Act 1993, and Human Rights Act 1993, Hazardous Substances and New Organisms Act 1996, and any subsequent amendments;
 - district plans, regional plans, Local Government bylaws;
 - industry codes, standards, and good practice guidelines including Facility Management Manual, 2015, New Zealand Recreation Association (NZRA) available via <https://www.nzrecreation.org.nz/Site/community/guidelines/facilities.aspx>;
 - organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), and the use of personal protective equipment (PPE).
- 2 For assessment purposes:
 - The candidate must be assessed while undertaking a facility management role.
 - Evidence must be gathered over a period of time that enables reflection, evaluation and ongoing development within the role.
- 3 Definition

Facility refers to a workplace where the candidate is working, or the workplace in which their training placement is occurring, and may include but is not limited to – a sport, recreation, exercise, event, or outdoor facility.

Outcomes and performance criteria

Outcome 1

Contribute to strategic planning for a facility and develop a business plan to support implementation of strategies.

Performance criteria

1.1 Identify the facility's vision.

Range may include – identification of an existing vision (from a 'vision statement' or similar) or development of a vision.

1.2 Propose strategy options for the facility's vision and justify them in terms of plausibility and feasibility.

1.3 Recommend one strategy option for implementation to achieve the facility's vision.

1.4 Contribute to the development of a strategic plan for the facility.

1.5 Develop a business plan for the facility to support the implementation of the strategic plan.

Range plan includes but is not limited to – facility programmes, structures, systems, processes, responsibilities, key tasks, milestones, monitoring, resources (financial and human), risk analysis, functions of departments/personnel within the facility, contingencies;
plan may also include – sustainability, corporate and social responsibility.

Outcome 2

Evaluate the effectiveness of the business plan for a facility.

Range may include – evaluation of the business plan developed in Outcome 1, or of an existing business plan for the facility.

Performance criteria

2.1 Evaluate the implementation of the business plan in terms of its alignment with the strategic plan.

Range time, cost, deliverables, functions, variations, recommendations for change, use of resources, risk management.

2.2 Evaluate the effectiveness of the business plan in terms of achievement of intended outcomes and potential improvements for future strategic plans.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 April 2018	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Skills Active Aotearoa Limited info@skillsactive.org.nz if you wish to suggest changes to the content of this unit standard.