

Unit Title:	Funding Administration
Unit Level:	2
Unit Credit Value:	3
GLH:	20
LASER Unit Code:	WJG112
Ofqual Unit Code:	F/616/4930

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how to administer a fundraising project.	1.1	Describe a range of administration tasks involved in fundraising projects.
		1.2	Identify resources needed to administer fundraising projects.
		1.3	Describe the importance of attention to detail when administering fundraising projects.
		1.4	Describe types of information likely to be dealt with as part of fundraising project administration.
		1.5	Describe the importance of keeping accurate records of fundraising projects.
		1.6	Describe the importance of timescales and scheduling when administering fundraising projects.
		1.7	Describe the importance of communicating information to decision makers and stakeholders involved in fundraising projects.
		1.8	Give examples of poor administrative practice and the impact it can have on fundraising projects.
2.	Be able to administer a fundraising project.	2.1	Demonstrate a range of administration tasks involved in fundraising projects.
		2.2	Keep accurate and timely records of fundraising project activities.
		2.2	Communicate relevant information to decision makers and stakeholders.
		2.3	Use appropriate resources to administer fundraising projects.
		2.4	Evaluate own involvement in the administration of fundraising projects to include: <ul style="list-style-type: none"> • What went well • Areas for improvement

Assessment Guidance:
Assessment of competence-based learning outcomes should be conducted as part of a work placement within the creative and cultural sector. Where there is evidence that this is not possible, simulation in a 'Realistic Working Environment' (RWE) is permitted.

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An RWE is "an environment that replicates the key characteristics of the workplace in which the skill to be assessed is normally employed".

Additional Information:
NA