

Level: 2

Credit value: 4

Unit aims

The aim of the level 2 qualification is to enable learners to have an understanding of the preparation of numerical, graphical and financial formats sufficient to provide useful information for management needs in monitoring, decision making and problem solving.

Learning outcomes

There are **seven** learning outcomes to this unit. The learner will be able to:

1. know how to prepare business budgets
2. understand budget deviations and variances
3. know how a business may maintain liquidity
4. prepare costing information for business
5. record stock movements in a business
6. understand principles of credit control
7. understand how to use business performance indicators

Guided learning hours

It is recommended that **30** hours should be allocated for this unit. This may be on a full-time or part-time basis.

Details of the relationship between the unit and relevant national occupational standards

This unit is linked to the Level 2 and 3 NVQ in Accounting and Level 4 FSSC National Occupational Standards in Accounting.

Endorsement of the unit by a sector or other appropriate body (if required)

This unit is endorsed by the Financial Services Skills Council (FSSC).

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Communication
- Application of Number

Assessment and grading

This unit will be assessed by a one hour thirty minute question paper, which will be externally marked.

The examination paper consists of a number of practical tasks, all of which should be completed by the learner but the order in which they are undertaken will not be specified. Pro-formas will be provided for the completion of graphs, charts, tables and business documents testing application of understanding. All learning outcomes will be tested in every examination paper although details will vary between papers.