


SEVERN BUSINESS COLLEGE

# SBC Level 3 Diploma in Financial Management

Course Handbook

### Qualification
SBC Level 3 Diploma in Financial Management

### Level
3

### Total Qualification Time
1200

### Credit Value
120

### Aim of the Course
The Level 3 Diploma in Financial Management is designed to provide learners with the knowledge, skills, and understanding required for managing financial activities within a business environment. The course develops competence in financial planning, budgeting, accounting principles, business decision-making, and financial reporting.
Learners will gain a solid understanding of how financial information supports organizational strategy and performance. This qualification is ideal for individuals aspiring to pursue careers in accounting, finance, or business management, or for professionals seeking to strengthen their financial management capabilities.

### Assessment
Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

### Course Structure

| SBC Level 3 Diploma in Financial Management | | | |
|---|---|---|---|
| **Unit number** | **Units** | **Unit level** | **Unit credit** |
| 1 | Introduction to Financial Management | 3 | 20 |
| 2 | Financial Accounting and Reporting | 3 | 20 |
| 3 | Budgeting and Financial Planning | 3 | 20 |
| 4 | Financial Decision Making | 3 | 20 |
| 5 | Managing Financial Performance | 3 | 20 |
| 6 | Business Finance and Risk Management | 3 | 20 |

### Assessment Grades

| Grade | Marking Criteria |
|---|---|
| Pass | All learning outcomes are achieved. All assessment criteria are met. |
| Fail | All learning outcomes are not achieved. All assessment criteria are not met. |
| No Marks | Plagiarism |

## UNIT SPECIFICATIONS

### Unit Title
Introduction to Financial Management

### Level
3

### Learning Time Hours
200

### Credit Value
20

### Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning Outcome | Assessment Criteria |
|---|---|
| 1. Understand the principles and objectives of financial management. | 1.1: Explain the key functions of financial management within an organization.<br>1.2: Describe how financial management supports business objectives. |

| | |
|---|---|
| 2. Understand the role of financial managers in organizations. | 2.1: Identify the responsibilities of a financial manager.<br>2.2: Explain the ethical considerations in financial decision-making. |
| 3. Understand the financial environment and institutions. | 3.1: Describe the role of financial institutions in business finance.<br>3.2: Explain how financial markets influence business operations. |
| 4. Understand the importance of financial information in decision-making. | 4.1: Identify key sources of financial information.<br>4.2: Explain how financial information supports organizational decision-making. |

## UNIT SPECIFICATIONS

### Unit Title
Financial Accounting and Reporting

### Level
3

### Learning Time Hours
200

### Credit Value
20

### Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning Outcome | Assessment Criteria |
|---|---|
| 1. Understand the purpose of financial statements. | 1.1: Explain the components of financial statements.<br>1.2: Describe the importance of accurate financial reporting. |
| 2. Be able to prepare basic financial statements. | 2.1: Prepare an income statement for a given organization.<br>2.2: Prepare a statement of financial position from trial balance data. |
| 3. Understand accounting concepts and principles. | 3.1: Explain the key accounting principles (accruals, prudence, consistency).<br>3.2: Apply accounting concepts in preparing financial statements. |
| 4. Understand regulatory frameworks in financial reporting. | 4.1: Describe the role of accounting standards and regulations.<br>4.2: Explain how compliance ensures transparency in financial reporting. |

## UNIT SPECIFICATIONS

### Unit Title
Budgeting and Financial Planning

### Level
3

### Learning Time Hours
200

### Credit Value
20

### Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning Outcome | Assessment Criteria |
|---|---|
| 1. Understand the purpose and process of budgeting. | 1.1: Explain the objectives of budgeting within an organization.<br>1.2: Describe the stages of the budgeting process. |
| 2. Be able to prepare budgets for an organization. | 2.1: Prepare a cash budget using relevant data.<br>2.2: Prepare an operating budget aligned with strategic goals. |
| 3: Understand how to monitor and control budgets. | 3.1: Explain techniques used to monitor budget performance.<br>3.2: Interpret budget variances and suggest corrective actions. |

| | |
|---|---|
| 4. Understand the relationship between budgeting and organizational strategy. | 4.1: Explain how budgeting supports strategic planning.<br>4.2: Evaluate the impact of poor budgeting on organizational performance. |

## UNIT SPECIFICATIONS

### Unit Title
Financial Decision Making

### Level
3

### Learning Time Hours
200

### Credit Value
20

### Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning Outcome | Assessment Criteria |
|---|---|
| 1. Understand the principles of financial decision-making. | 1.1: Explain the key factors influencing financial decisions.<br>1.2: Describe the role of risk and return in financial decision-making. |
| 2. Understand investment appraisal techniques. | 2.1: Explain methods of investment appraisal (NPV, IRR, Payback).<br>2.2: Evaluate investment options using appraisal techniques. |
| 3: Understand the cost of capital and financing options. | 3.1: Explain the concept of cost of capital.<br>3.2: Compare different sources of finance for business growth. |
| 4: Be able to make recommendations for financial decisions. | 4.1: Analyze financial data to support decision-making.<br>4.2: Present justified recommendations based on financial analysis. |

## UNIT SPECIFICATIONS

### Unit Title
Managing Financial Performance

### Level
3

### Learning Time Hours
200

### Credit Value
20

### Learning outcomes and assessment criteria
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning Outcome | Assessment Criteria |
|---|---|
| 1: Understand the concept of financial performance. | 1.1: Explain key performance indicators (KPIs) in financial management.<br>1.2: Describe the relationship between financial and non-financial performance. |
| 2: Be able to analyze financial performance using ratio analysis. | 2.1: Calculate profitability, liquidity, and efficiency ratios.<br>2.2: Interpret financial ratios to assess organizational performance. |
| 3: Understand benchmarking and performance comparison. | 3.1: Explain the importance of benchmarking in performance management.<br>3.2: Compare organizational performance against industry standards. |
| 4: Be able to recommend improvements in financial performance. | 4.1: Identify areas for financial improvement.<br>4.2: Suggest strategies to enhance financial performance. |

## UNIT SPECIFICATIONS

**Unit Title**
Business Finance and Risk Management

**Level**
3

**Learning Time Hours**
20

**Credit Value**
20

**Learning outcomes and assessment criteria**
In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

| Learning Outcome | Assessment Criteria |
|---|---|
| 1: Understand the nature and importance of business finance. | 1.1: Explain the role of business finance in organizational success.<br>1.2: Describe the main sources of business finance. |
| 2: Understand financial risk and its management. | 2.1: Identify different types of financial risk.<br>2.2: Explain strategies to minimize and control financial risks. |
| 3: Understand capital structure and leverage. | 3.1: Explain the concept of capital structure.<br>3.2: Analyze the impact of leverage on business performance. |
| 4: Be able to develop a financial risk management plan. | 4.1: Assess financial risks faced by a business.<br>4.2: Develop a risk mitigation plan with appropriate financial strategies. |

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