

SEVERN BUSINESS COLLEGE

SBC Level 4 Certificate of Higher Education in Financial Management

Course Handbook

Qualification
SBC Level 4 Certificate of Higher Education in Financial Management

Level
4

Total Qualification Time
1200

Credit Value
120

Aim of the Course
The Level 4 Certificate of Higher Education in Financial Management is designed to equip learners with the foundational knowledge and practical skills required to manage financial activities within organisations effectively. The programme provides insight into financial principles, analysis, decision-making, and regulatory frameworks that underpin financial management in business contexts.
Learners will develop analytical, interpretative, and strategic thinking skills to support sound financial decisions and sustainable organisational growth.

This qualification is ideal for aspiring finance officers, business managers, entrepreneurs, or individuals seeking a pathway to advanced studies in finance and business management.

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

Course Structure

SBC Level 4 Certificate of Higher Education in Financial Management			
Unit number	**Units**	**Unit level**	**Unit credit**
1	Financial Management Principles	4	20
2	Financial Accounting and Reporting	4	20
3	Budgeting and Financial Control	4	20
4	Investment Fundamentals	4	20
5	Financial Data Analysis	4	20
6	Business Ethics and Corporate Responsibility	4	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
Financial Management Principles

Level
4

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 scope of	1.1: Explain the key objectives of financial management.

financial management	1.2: Describe how financial management supports business operations. 1.3: Explain the role of financial managers in decision-making.
2. Understand financial management functions within organisations	2.1: Describe the main functions of financial management. 2.2: Explain the relationship between financial management and other business functions. 2.3: Identify the main users of financial information.
3. Understand different types of business finance	3.1: Identify sources of short-term and long-term finance. 3.2: Explain advantages and disadvantages of different finance options. 3.3: Describe how financing decisions affect business performance.
4. Understand basic principles of risk and return	4.1: Define risk and return in financial management. 4.2: Explain the relationship between risk and expected return. 4.3: Identify common techniques for managing financial risk.

UNIT SPECIFICATIONS

Unit Title
Financial Accounting and Reporting

Level
4

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 importance of financial statements for stakeholders. 1.2: Describe the main components of financial statements. 1.3: Explain the accounting principles underlying financial reporting.
2. Be able to prepare basic financial statements	2.1: Prepare an income statement for a given period. 2.2: Prepare a statement of financial position. 2.3: Prepare a simple cash flow statement.
3 Understand adjustments and final accounts	3.1: Explain adjustments for accruals and prepayments. 3.2: Record depreciation and bad debt adjustments. 3.3: Prepare a trial balance and final accounts from given data.
4. Understand the principles of accounting standards	4.1: Identify key accounting standards relevant to reporting. 4.2: Explain the importance of compliance with accounting standards. 4.3: Describe how accounting standards improve transparency.

UNIT SPECIFICATIONS

Unit Title
Budgeting and Financial Control

Level
4

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 importance of budgeting	1.1: Explain the objectives of budgeting in organisations. 1.2: Describe the stages of the budgeting process. 1.3: Explain how budgets support planning and control.
2. Understand types of budgets	2.1: Describe different types of budgets (operational, cash, capital). 2.2: Explain the purpose of flexible and fixed budgets. 2.3: Identify advantages and limitations of different budget types.
3: Be able to prepare and interpret budgets	3.1: Prepare a simple budget using given data. 3.2: Interpret budgetary information to assess performance. 3.3: Identify and explain budget variances.
4. Understand budgetary control systems	4.1: Describe the process of budgetary control. 4.2: Explain how performance is monitored through budgets. 4.3: Recommend actions to address budget variances.

UNIT SPECIFICATIONS

Unit Title
Investment Fundamentals

Level
4

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 investment in financial management	1.1: Explain the purpose of investment in organisations. 1.2: Describe types of investments (real, financial, short-term, long-term). 1.3: Identify factors influencing investment decisions.
2. Understand time value of money	2.1: Explain the concept of time value of money. 2.2: Perform simple and compound interest calculations. 2.3: Explain the importance of discounting in investment appraisal.
3: Understand basic investment appraisal techniques	3.1: Describe the purpose of investment appraisal. 3.2: Apply simple payback and average rate of return (ARR) methods. 3.3: Compare results of different appraisal techniques.
4: Understand the impact of risk on investment decisions	4.1: Identify main types of investment risk. 4.2: Explain the relationship between risk and investment return. 4.3: Describe ways to reduce or manage investment risk.

UNIT SPECIFICATIONS

Unit Title
Financial Data Analysis

Level
4

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 sources and types of financial data	1.1: Identify internal and external sources of financial data. 1.2: Explain how data supports decision-making. 1.3: Describe characteristics of reliable financial data.
2: Be able to analyse financial performance using ratios	2.1: Calculate profitability, liquidity, and efficiency ratios. 2.2: Interpret ratio results to assess business performance. 2.3: Explain the limitations of ratio analysis.
3: Understand comparative and trend analysis	3.1: Explain the purpose of comparative and trend analysis. 3.2: Analyse financial statements across different periods. 3.3: Identify patterns or trends in financial data.
4: Understand the use of financial analysis in decision-making	4.1: Explain how financial analysis informs management decisions. 4.2: Describe common tools for presenting financial data. 4.3: Recommend decisions based on analysed data.

UNIT SPECIFICATIONS

Unit Title

Business Ethics and Corporate Responsibility

Level

4

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 importance of ethics in financial management	1.1: Define ethics in a financial context. 1.2: Explain why ethical behaviour is essential in finance. 1.3: Identify consequences of unethical financial conduct.
2: Understand corporate governance principles	2.1: Describe the role of corporate governance in organisations. 2.2: Explain the responsibilities of boards and management. 2.3: Identify how governance promotes accountability.
3: Understand corporate social responsibility (CSR)	3.1: Define CSR and its relevance to financial management. 3.2: Explain how CSR influences corporate reputation. 3.3: Describe methods for reporting CSR activities.
4: Understand professional standards in financial management	4.1: Identify key professional codes of conduct. 4.2: Explain the importance of maintaining professional integrity. 4.3: Describe mechanisms for ensuring compliance with professional standards.

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