

SEVERN BUSINESS COLLEGE

Qualifi Level 5 Diploma in Accounting and Finance

Course Handbook

Qualification
Qualifi Level 5 Diploma in Accounting and Finance

Ofqual Number
610/0797/3

Level
5

Total Qualification Time
1200

Credit Value
120

Aim of the Course
The aim of the Qualifi Level 5 Diploma in Accounting and Finance is to provide learners with an understanding of management accounting and finance and their role in business. Learners will develop practical skills for a career in managing business finances. Successful completion of the Qualifi Level 5 Diploma in Accounting and Finance provides learners with the opportunity to progress to further study or employment.

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

Course Structure

Qualifi Level 5 Diploma in Accounting and Finance			
Unit number	**Units**	**Unit level**	**Unit credit**
F/650/2376	Financial Management	5	20
H/650/2377	Financial Planning and Control	5	20
J/650/2378	Financial Reporting	5	20
K/650/2379	Principles and Practices of Taxation	5	20
R/650/2380	Management of People	5	20
T/650/2381	Ethics and Corporate Responsibility in Business	5	20

Assessment Grades

Marks Ranges %	**Assessment Criteria**
Fail (0-39)	Insufficient information about each assessment criteria
Pass (40-59)	Describe main ideas with evidence on each assessment criteria
Merit (60-69)	Evaluation of ideas with evidence on each assessment criteria
Distinction (70-100)	Critical evaluation of ideas with evidence on each assessment criteria
No Marks	Plagiarism

UNIT SPECIFICATIONS

Unit Title
Financial Management

Level
5

Learning Time Hours
200

Credit Value
20

Unit aim
The aim of this unit is to provide learners with knowledge of financial theories and working capital management and the skills to assess the effectiveness and suitability of techniques used to manage an organization’s global financial risk.

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 theories of finance.	1.1 Discuss a range of financial theories and their impact on business decisions. 1.2 Evaluate the effectiveness of the balanced scorecard as a strategic implementation tool.
2. Understand the management of working capital.	2.1 Analyse the nature, elements and role of working capital in a business. 2.2 Describe how business assesses its working capital needs and funding strategies 2.3 Analyse the ways in which a business manages its working capital needs.
3. Be able to analyse techniques used to manage global risk.	3.1 Analyse the scope and scale of financial risks in the global market. 3.2 Analyse the features and suitability of risk mitigation techniques. 3.3 Evaluate the suitability and effectiveness of techniques used by a business to manage its global risk.

Suggested Resources

- Graham, M. (2013) Accounting for Non-accountants: A Manual for Managers and Students. 9th edition. Kogan Page: London
- Hill, C. and Jones, G. (2012) Strategic Management: An Integrated Approach. 10th edition. USA: South-Western.
- Storey, J. (2004) Leadership in Organisations; Current Issues and Key Trends. London: Routledge. Times/Prentice Hall.

UNIT SPECIFICATIONS

Unit Title

Financial Planning and Control

Level

5

Learning Time Hours

200

Credit Value

20

Unit aim

The aim of this unit is to provide learners with knowledge of corporate governance as it relates to financial planning and control and the economic and financial environment in general. It also covers learners' ability to appraise potential investment decisions and related global strategies.

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 corporate governance as it relates to organisations' financial planning and control.	1.1 Analyse the role of corporate governance in relation to an organisation's financial planning and control. 1.2 Analyse the implications to organisations of compliance and non-compliance with the legal framework.
2. Understand the economic and financial management environment.	2.1 Analyse the influence of the economic environment on business. 2.2 Discuss the role of financial and money markets. 2.3 Analyse the benefits, drawbacks and associated risks of different sources of business finance.
3. Be able to assess potential investment decisions and global strategies.	3.1 Analyse the benefits, drawbacks and risks of a range of potential investment decisions andstrategies for a business. 3.2 Assess the ways in which the global financial environment affects decision-making and strategies of a business.

Suggested Resources

- Cheng, L. (2002) Advances in Investment Analysis and Portfolio Management. 9th edition. USA: Thomson One

- Fabozzi, F. (2010) The Basics of Finance: An Introduction to Financial Markets, Business Finance, and Portfolio Management. London: Wiley.
- Fernando, A. C. (2009) Corporate Governance: Principles, Policies and Practice. Beijing: Prentice Hall.
- Howells, P. and Bain, K. (2007) Financial Markets and Institutions. 5th Edition Harlow: Pearson Education.

UNIT SPECIFICATIONS

Unit Title
Financial Reporting

Level
5

Learning Time Hours
200

Credit Value
20

Unit aim
The aim of this unit is to develop learners' skills to enable them to manage an organisation's business assets and to prepare a range of standard financial reports that present an organisation's financial position.

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. Be able to manage an organisation's assets.	1.1 Analyse the range and value of assets held by an organisation. 1.2 Calculate the depreciation of an organisation's assets accurately 1.3 Explain the importance of maintaining the currency of an organisation's asset register.
2. Be able to manage control accounts.	2.1 Analyse the uses and value of control accounts. 2.2 Explain the importance of maintaining the currency of control accounts. 2.3 Prepare reconciliation statements including schedules of trade payables and trade receivables.
3. Be able to produce a range of financial statements.	3.1 Use a trial balance to prepare financial statements for an organisation accurately. 3.2 Prepare financial statements from incomplete records for an organisation accurately.

Suggested Resources

- Atrill, P. and McLaney, E. (2006) Management Accounting for Decision Makers. Harlow: Prentice Hall.
- Atrill, P. and McLaney, E. (2010) Accounting & Finance for Non-specialists. 10th edition. London: Financial Times/ Prentice Hall.
- McLaney, E. and Atrill, P. (2010) Accounting: An Introduction. 5th edition. London: Financial Times Prentice Hall
- Van Horne, J. and Wachewicz, J. (2009) Fundamentals of Financial Management. Harlow: FT Prentice Hall
- White, G. I., Sondhi, A. C. and Fried, D. (2003) The Analysis and Use of Financial Statements. 3rd edition. Hampshire: John Wiley and Sons.
- Wood, F. and Sangster, A. (2011) Business Accounting. 12th edition. London: FTPrentice Hall

UNIT SPECIFICATIONS

Unit Title
Principles and Practices of Taxation

Level
5

Learning Time Hours
200

Credit Value
20

Unit aim
The aim of this unit is to develop learners' understanding of the principles of taxation and the requirements of personal and business taxation.

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 taxation.	1.1 Distinguish direct from indirect taxation. 1.2 Evaluate the principles of taxation. 1.3 Evaluate the implications of taxation for organisational stakeholders
2. Understand personal taxation	2.1 Analyse the requirements of income tax and national insurance. 2.2 Analyse the scope and requirements of inheritance tax planning and payments. 2.3 Analyse the way in which an individual determines their liability for capital gains tax. 2.4 Analyse an individual's obligation relating to their liability for personal tax. 2.5 Explain the implications of a failure to meet an individual's taxation obligations
3. Understand business taxation.	3.1 Explain how to identify assessable profits and gains for both incorporated and unincorporated businesses. 3.2 Analyse the corporation tax system. 3.3 Analyse different value-added tax schemes. 3.4 Evaluate the implications of a failure to meet business taxation obligations.

Suggested Resources
- Fabozzi, F. (2010) The Basics of Finance: An Introduction to Financial Markets, Business Finance, and Portfolio Management. London: Wiley
- Graham, M. (2013) Accounting for Non-accountants: A Manual for Managers and Students. 9th edition. Kogan Page: London
- Howells, P. and Bain, K. (2007) Financial Markets and Institutions. 5th edition. Harlow: Pearson Education

UNIT SPECIFICATIONS

Unit Title
Management of People

Level
5

Learning Time Hours
200

Credit Value
20

Unit aim
The aim of this unit is to develop learners' understanding of people management in organisations throughout the human resources (HR) cycle – from recruitment to training and development, performance management to reward and recognition.

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 recruitment and selection.	1.1 Evaluate the role and contribution to an organisation of recruiting and retaining a skilled workforce. 1.2 Analyse organisational recruitment processes.
2. Understand people management in organisations.	2.1 Analyse the role and value of people management. 2.2 Evaluate the role and responsibilities of an organisation's human resource (HR)

	function. 2.3 Assess, the influence of legislation in the management of people. 2.4 Evaluate the effectiveness of performance management and staff appraisal systems in the management of people. 2.5 Analyse the role and importance of disciplinary and grievance procedures.
3. Understand the role of organisational reward and recognition processes.	3.1 Discuss the relationship between motivation and reward. 3.2 Evaluate the features and effectiveness of different types of financial and nonfinancial reward schemes.
4. Understand staff training and development.	4.1 Evaluate the benefits and drawbacks of different methods of training and development. 4.2 Assess the need for Continuous Professional Development (CPD) and the effectiveness of current provision. 4.3 Evaluate performance development planning (PDP) and reviews.

Suggested Resources

- Bratton, J., Grint, K. and Nelson, D. L. (2005) Organizational Leadership. New York: Thomson South Western.
- Brooks, I. (2009) Organisational Behaviour: Individuals, Groups, and Organisations. Harlow: FT Prentice Hall.
- Gill, R. (2006) Theory and Practice of Leadership. London: Sage.
- Gold. J., Thorpe, R. and Mumford, A. (2010) Leadership and Management Development. 5th Edition. CIPD
- Mabey, C. and Finch-Lees, T. (2008) Management and Leadership Development. London: Sage.
- Marchington, M. and Wilkinson, A. (2008) People Management and Development: Human Resource Management at Work. London: CIPD
- Redman, T. and Wilkinson, A. (2009) Contemporary Human Resource Management: Text and Cases. 3rd Edition. Harlow: Pearson, Financial Times Press

UNIT SPECIFICATIONS

Unit Title
Ethics and Corporate Social Responsibility in Business

Level
5

Learning Time Hours
200

Credit Value
20

Unit aim
The aim of this unit is to help learners understand Corporate Social Responsibility (CSR) in business and to understand and analyse the issues involved.

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 relationship between business ethics and Corporate Social Responsibility (CSR) and financial decision-making	1.1 Analyse the principles of CSR. 1.2 Evaluate the role of business ethics and CSR with financial decision-making
2. Understand the nature and role of corporate governance and ethical behaviour.	2.1 Explain the importance of ethical corporate governance. 2.2 Explain, using examples the ethical issues associated with corporate activities. 2.3 Analyse the effectiveness of strategies to address corporate governance and ethical issues.
3. Be able to analyse complex CSR and corporate governance issues in an organisation.	3.1 Explain how links between CRS and corporate governance provide benefit to the organisation. 3.2 Make recommendations for improvement to CSR and corporate governance issues.

Suggested Resources

- Caroll, A. (2009) Business Ethics. New York: Routledge

- Crane, A. (2015) Managing Corporate Citizenship and Sustainability in the Age of Globalization. 4th Edition. Oxford: Oxford University Press.
- Griseri, P. and Seppala, N. (2010) Business Ethics and Corporate Social Responsibility. Hampshire, United Kingdom: CENGAGE Learning Business Press.
- McDonald, G. (2014) Business Ethics: A Contemporary Approach. Melbourne: Cambridge University Press
- Tricker, B. and Tri Griseri, P. and Seppala, N. (2010) Business Ethics and Corporate Social Responsibility. CENGAGE Learning Business Press.
- Tricker, B. (2013) Business Ethics: Stakeholder, Governance and Risk approach. Oxon: Routledge

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