



Unit title	Work Effectively in Accounting and Finance
SQA code	H70T 04
SCQF level	5
SCQF credit points	2
SSC ref	FSP P1

History of changes

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Title	Work Effectively in Accounting and Finance	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Understand the accounting or payroll function within an organisation.	1.1 Explain the role of accountancy or payroll and other financial functions within the business.	1.2 Identify the contribution of those in accounting or payroll and other financial roles to maintaining the smooth running, solvency and legal compliance of an organisation.
2 Demonstrate a range of effective communication skills.	2.1 Demonstrate a level of numeracy and literacy skills appropriate to your role within the organisation.	2.2 Present information in appropriate formats and within organisational guidelines for: <ul style="list-style-type: none"> ◆ informal business report (including diagrams) ◆ letter ◆ email or memo
3 Work independently or as part of a team.	3.1 Plan and manage your own workload effectively and prioritise tasks.	3.2 Identify the impact that the completion or non-completion of your work can have on colleagues.
4 Develop skills and knowledge to meet personal and organisational needs.	4.1 Explain the importance of continuing professional development and identify your own development needs and objectives.	4.2 Monitor and review your own development needs and objectives.

Additional information about the Unit
Unit purpose and aim(s)
<p>This Unit is about working in an accounting/financial environment. It will give learners an understanding of the purpose of accountancy and the environment it operates in. It covers the generic areas of:</p> <ul style="list-style-type: none"> ◆ Time management ◆ Workload ◆ Working with colleagues ◆ Interpersonal skills including communicating with others ◆ Using IT ◆ Commercial awareness ◆ Security of documents <p>Learners should be working within a payroll environment.</p>
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
<p>This Unit directly relates to Unit FSP PS1 of the Payroll NOS. It relates to a number of other NOS covering the areas of financial records, IT and regulations.</p>
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Evidence should be collected when carrying out tasks within a real job. It should be provided over a sufficient period of time so the assessor is confident that the learner is competent.

Assessment must be undertaken with learners taking due cognisance of legislation, security of information and organisational procedures.

Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of learners in the workplace.

Learning Outcome 1 may be assessed by a work-based assessment taking the form of a report which includes a summary of the organisation and how the payroll function fits into this. Alternatively, evidence may be gathered by observation/product evidence/witness testimony.

Learning Outcome 2 may be assessed by a work-based assessment. Learners may build a portfolio of reports, letters, e-mails, etc. Observation/witness testimony may be other ways of gathering evidence.

Learning Outcome 3 may be assessed by a work-based assessment. Evidence may be gathered by observation, product evidence and/or witness testimony.

Learning Outcome 4 may be assessed by a work-based assessment. A self-evaluation of skills and qualities could be undertaken by the learner and a development plan could be produced. The plan could then be reviewed and updated. Evidence may be gathered by observation, product evidence and/or witness testimony.

Online assessment may also be used for all four Learning Outcomes.

The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. Supplementary evidence may include:

- ◆ Questioning
- ◆ Professional discussion
- ◆ Other valid evidence which relates directly to learner performance

SQA's Guide to Assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website www.sqa.org.uk.

The FLSP's Assessment Strategy also supports the assessment of this Unit.