

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION

GENERAL INFORMATION

-Module Number- 6220096

-Session-1996-97

-Superclass- AL

-Title- INTRODUCTION TO BANKING PRACTICE

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Explaining the main functions of banks and their operation.

OUTCOMES

1. explain the relationship between banks and their customers;
2. explain the operation of bank accounts;
3. explain the operation of the cheque system;
4. explain the operation of plastic card and electronic banking systems;
5. explain bank lending procedures, products and security requirements.

CREDIT VALUE: 2 NC Credits

ACCESS STATEMENT: Access to this unit is at the discretion of the Centre.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 6220096**UNIT TITLE:** INTRODUCTION TO BANKING PRACTICE

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. EXPLAIN THE RELATIONSHIP BETWEEN BANKS AND THEIR CUSTOMERS.

PERFORMANCE CRITERIA

- (a) The types of bank customers are described accurately.
- (b) The duties and responsibilities of the banker and the customer are explained correctly.
- (c) The Code of Banking Practice is described correctly.

RANGE STATEMENT

Types of customer: private customer; business customer.

EVIDENCE REQUIREMENTS

Written or oral evidence that the candidate can explain the relationship between banks and their customers as set out in performance criteria (a) to (c).

OUTCOME

2. EXPLAIN THE OPERATION OF BANK ACCOUNTS

PERFORMANCE CRITERIA

- (a) The features of bank accounts are described correctly.
- (b) The procedures for opening, closing and controlling accounts are explained clearly and precisely.
- (c) The effect of the death of a customer is explained accurately.

RANGE STATEMENT

Bank Accounts: cheque accounts; savings accounts; TESSA; investment accounts.

EVIDENCE REQUIREMENTS

Written or oral evidence that the candidate can accurately explain the operation of bank accounts as covered by the performance criteria and range statements.

OUTCOME

3. EXPLAIN THE OPERATION OF THE CHEQUE SYSTEM

PERFORMANCE CRITERIA

- (a) The features of a cheque are described accurately.
- (b) The rights, duties and liabilities of the parties to a cheque are explained clearly and correctly.
- (c) The roles of the paying and collecting bankers are explained correctly.

RANGE STATEMENTS

Features of cheque: definition; attention; endorsement; crossing.

EVIDENCE

Written or oral evidence that the candidate can explain the operation of cheques as covered by the performance criteria.

OUTCOME

4. EXPLAIN THE OPERATION OF PLASTIC CARDS AND ELECTRONIC BANKING SYSTEMS

PERFORMANCE CRITERIA

- (a) The methods of operation of cheque, credit and debit cards are explained accurately.
- (b) Electronic banking services are identified clearly.

RANGE STATEMENT

Electronic banking services: home and office banking; phone banking; Electronic Funds Transfer Point of Sale (EFTPOS); Clearing Houses Automated Payment System (CHAPS).

EVIDENCE REQUIREMENTS

Written or oral evidence that the candidate can explain the operation of electronic banking systems and plastic cards as covered by the performance criteria and range statements.

OUTCOME

5. EXPLAIN BANK LENDING PROCEDURES, PRODUCTS AND SECURITY REQUIREMENTS

PERFORMANCE CRITERIA

- (a) Principles of good lending practice are explained accurately.
- (b) The type of information required for lending decisions is identified correctly.
- (c) Types of lending products are described clearly.
- (d) The use of credit scoring systems is described clearly.
- (e) The reasons given for security being taken are accurate.
- (f) Common types, and features, of security are correctly described in terms of the attributes of good security.
- (g) Methods of discharging security are explained clearly.

RANGE STATEMENT

Lending products: personal loan; secured loan; overdraft; business loan; bridging.

Common security: life policies; stocks and shares; land and buildings.

EVIDENCE REQUIREMENTS

Written or oral evidence that the candidate can explain bank lending and security procedures covering the performance criteria and the range statements.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes.)

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should also be kept. These records will be required for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 6220096

UNIT TITLE: INTRODUCTION TO BANKING PRACTICE

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 80 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This module will help you to gain an understanding of how the financial services sector operates.

ASSESSMENT PROCEDURES Centres may use the instruments of assessment which are considered to be the most appropriate. Examples of instruments of assessment which could be used are:-

- practical exercises
- restricted questions
- multiple response questions
- extended answer questions
- assignment.

RECOGNITION Many SQA National Certificate units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised Groupings of National Certificate Modules'.

REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).

5. For details of other SQA publications, please consult SQA's publications list. (X037).

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