

Draft National Unit Specification



Unit title: Preparing Financial Accounting Information (Higher)

SCQF: level 6 (6 SCQF credit points)

Unit code: to be advised

Unit outline

The general aim of this Unit is to allow learners to develop skills, knowledge and understanding relating to the preparation of routine and relatively complex financial accounting information. Learners will explore a range of current business structures and gain understanding of the application of a range of current financial accounting regulations associated with these structures. This will provide learners with an in-depth understanding of accounting standards and practices. The information will be used to establish the historical and current financial position and performance of the organisation.

Learners who complete this Unit will be able to:

- 1 Use knowledge and understanding of financial regulations to explain factors affecting financial accounting procedures of public limited companies
- 2 Prepare extracts of period-end financial accounting statements

This Unit is a mandatory Unit of the Higher Accounting Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Unit Support Notes* which provide advice and guidance on delivery, assessment approaches and development of skills for learning, skills for life and skills for work. Exemplification of the standards in this Unit is given in the *National Assessment Resource*.

The Course Assessment Specification for the Higher Accounting Course gives further mandatory information on Course coverage for learners taking this Unit as part of the Higher Accounting Course.

Recommended entry

Entry to this Course is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

- ◆ Accounting (National 5) Course
- ◆ Mathematics (National 5) Course
- ◆ Business Management (National 5) Course
- ◆ Numeracy (SCQF level 5) Unit

Examples of other such relevant prior learning and experiences would involve the development of logical and analytical thinking skills and the ability to use ICT, particularly spreadsheets.

Equality and inclusion

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information please refer to the *Unit Support Notes*.

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Standards

Outcomes and assessment standards

Outcome 1

The learner will:

- 1 Use knowledge and understanding of financial regulations to explain factors affecting financial accounting procedures of public limited companies by:**
 - 1.1 Describing the main features of public limited companies in relation to ownership, control and key sources of finance
 - 1.2 Describing current legislation and Accounting Standards which affect the preparation of financial accounting statements of a public limited company

Outcome 2

The learner will:

- 2 Prepare extracts of period-end financial accounting statements by:**
 - 2.1 Selecting relevant information from a trial balance and period start and end adjustments
 - 2.2 Preparing relevant extracts of period-end financial statements from the following organisations: partnerships, public limited companies, and those involved in the manufacturing sector

Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

Evidence for this Unit may be presented by a written response, ICT printout or electronic means, and must use relevant accounting layouts and concepts.

Relevant extracts of period end financial statements should include the 'appropriation' section of the profit and loss account and 'financed by' section of the balance sheet.

Manufacturing accounts may be assessed within the context of a partnership or public limited company and should include the manufacturing account and trading account of the organisation in question.

Evidence may be presented for individual Outcomes or it may be gathered for the Unit as a whole through integrating assessment holistically in one single activity. If the latter approach is used, it must be clear how the evidence covers each Outcome.

Exemplification of assessment will be provided in the *National Assessment Resource*. Advice and guidance on possible approaches to assessment is provided in the *Unit Support Notes*.

Development of skills for learning, skills for life and skills for work

(Note: The information given below reflects the initial thinking on significant opportunities for development of skills for learning, skills for life and skills for work. These may be subject to change as the development process progresses.)

It is expected that learners will develop broad, generic skills through this Unit. The skills that learners will be expected to improve on and develop through the Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

2 Numeracy

- 2.1 Number process
- 2.2 Money, time and measurement
- 2.3 Information handling

4 Employability, enterprise and citizenship

- 4.1 Employability
- 4.2 Information and communications technology (ICT)

5 Thinking skills

- 5.3 Applying

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life and skills for work is given in the *Unit Support Notes*.

Administrative information



Published: November 2011 (draft version 1.0)

Superclass: to be advised

History of changes

Version	Description of change	Authorised by	Date

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Note: readers are advised to check SQA's website: www.sqa.org.uk to ensure they are using the most up-to-date version of the Unit Specification.