**Case Study Based Project**

**Extract from SQA Unit Specification:**

**Purpose:**

This Group Award Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Accounting:

* To prepare students for progression to further study in accounting or a related discipline.
* To develop and integrate a range of contemporary vocational skills in addition to those developed at HNC level (i.e. researching, evaluating and interpreting financial data; applying relevant legislation; providing information for decision making).
* To enable students to integrate management accounting with relevant business taxation.

**Recommended Prior Knowledge and Skills:**

It is recommended that the candidate should have completed or be in the process of completing the following Units relating to these specific aims prior to undertaking this group award Graded Unit:

* Management Accounting for Planning and Control (F82H 35)
* Management Accounting Information for Decision Making (F82J 35)
* Business Taxation (J0LY 35)

**Core Skills:**

The achievement of this Unit gives automatic certification of the following:

* **Problem Solving** at SCQF level 5.
* Using Number at SCQF level 5.

**Conditions of Assessment (extract):**

This project-based Graded Unit is in the form of a Case Study. At this level, **candidates should work independently.** During the time between the distribution of the instructions and the completion date **assessors may answer questions, provide clarification, guidance and reasonable assistance.**

The project undertaken by the candidate must be a **complex task** which involves:

* Variables which are complex or unfamiliar.
* Relationships which need to be clarified.
* A context which may be familiar or unfamiliar to the candidate.

The assessment task must require the candidate to:

* **Analyse** the task and decide on a course of action for undertaking the project.
* **Plan and organise** work and carry it through to completion.
* **Reflect** on what has been done and draw conclusions for the future.
* **Produce evidence** of meeting the aims which this Group Award Graded Unit has been designed to cover.

| **WEEK** | **SCHEDULED ACTIVITY**  |  |
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| **1.** | **Introduction to Case Study Approach*** Issue and discuss Study Guide. **Explain role of lecturer (as a facilitator).**

**Alternative Case Study*** Issue alternative case study for class use and group work throughout developing stage.
* Organise groups. Students to select team leaders.
* Group discussions regarding process of creating cost statement including traditional overhead absorption. How to go about it?
* Homework – students to work in small groups to prepare a cost statement including traditional overhead absorption for the alternative case study.
 | **ALL** |
| **2.** | **Alternative Case Study*** Students to create own marking scheme for cost statement
* Group presentations and discussion ofcost statement including traditional overhead absorption.
 | **ALL** |
| **3.** | **Alternative Case Study*** Functional budgets – group discussion
* Group presentations of budgets – Q & A
* Create list of criteria for peer and self-assessment of budgets
* Homework – students to work in groups to prepare functional budgets for the alternative case study
 | **ALL** |
| **4.** | **Alternative Case Study** * Presentation of Master Budgets in groups
* Formative (peer and self) assessment of presented budgets against list of criteria. Small group discussion
* Whole group discussion
* Feedback (including score) from assessing groups to presenting group
* Summary of budgets required – lecturer
 | **ALL** |
| **5.** | **Alternative Case Study*** Group presentations of Executive Summary
* Create list of criteria for peer and self-assessment of Executive Summary.
* Homework – students to work in groups to prepare master budget and Executive Summary for the alternative case study.
 | **ALL** |
| **October Holidays** | **Alternative Case Study*** **October Holidays -** students to work on master budget and Executive Summary.
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| **6.** | **Alternative Case Study** * Full presentation performed by each group – timing and presentation considered and discussed
* Whole group discussion.
* Feedback (including score) from assessing groups to presenting group.
* **Summary of Executive Summary content and Budgets to be submitted by Friday 25th October 0900 hours.**
 | **ALL** |

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| **7.****Two hour class** | **Alternative Case Study*** Full presentation by all groups to finance / banking professional(s).
* Feedback from professional(s).
 | **ALL** |
| **8.****Two hour class** | **Alternative Case Study*** Issue and discuss “standard” solution to alternative case study (cost statement including traditional absorption of overheads, functional budgets, master budget).
* Group evaluation on process
* Issue and discuss SQA case study exemplar.
 | **ALL** |
| **9.** | **Introduction to Case Study Approach*** Issue and discuss SQA case study exemplar. Emphasise requirement for students to work independently on project reports. **Explain role of lecturer (as a facilitator).**
* Discuss requirements of each stage:
1. **Planning** – research – create action plan (500 words max).
2. **Developing** – prepare and interpret computations – write a report (2,000 words +/- 10%).
3. **Evaluating** – reflection (500 words max.)
* Issue and discuss Report Template, Research Evaluation Log, Harvard Referencing Guide. Indicate resources on UHI website.
 | **ALL** |
| **10.** | **Planning*** Discuss aims, timescales, key factors, areas to be researched (how? i.e. methods and resources needed) in alternative case study.
* Discuss need for **clear** action plan defining exactly what will be researched and when and how the project will be undertaken.
* Discuss use of Gantt chart, Research Evaluation Log.
* Homework – students to work individually on project plans (max. 500 words).
 | **ALL** |
| **11.**Self-study  | **Planning stage submission*** Students to continue working on planning stage.
* **PLANNING STAGE DUE FOR SUBMISSION NO LATER THAN 0900 HRS ON MONDAY 2ND DECEMBER**
 | **ALL** |
| **12.** Self-study**w/c 04** | * **Marking**
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| **13 – 14.**  | **Planning*** 1:1 feedback sessions – planning.

Discuss research activity. | **1:1** |
| **Christmas Holidays** | **Planning*** **Christmas Holidays** – students to make any required amendments to project plans. Work should have begun on calculations
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| **15.** | **Planning/Developing*** Planning resubmissions.
* Functional budget revision – alternative case study
 | **ALL** |
| **16.**Self-study | * Self-study – work on calculations
 | **ALL** |

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| **17.** | **Developing** * Interest Calculations
* Capital Investment Appraisal (explain using alternative case study) – lecturer.
* Harvard Referencing tutorial
 | **ALL** |
| **18.**Self-study | * Self-study – work on calculations
 | **ALL** |
| **19.**Drop in | **Developing stage submission 1*** Studentssubmit calculations/report by **0900 on Monday 10th February**
 | **ALL** |
| **20.** | **Developing** * Self-study whilst lecturer reviews submissions and prepares feedback
* Students to continue working on written element
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| **21-23.** | **Developing*** 1:1 feedback sessions – calculations

Discuss research activity. | **1:1** |
| **24.** | **Developing Stage Submission*** No formal class – question and answer session.
* **DEVELOPING STAGE DUE FOR SUBMISSION NO LATER THAN 0900 HRS ON MONDAY 16TH MARCH**
 | **ALL** |
| **27.****w** | **Marking** | **ALL** |
| **28.** | **Developing/Evaluating*** 1:1 feedback sessions on developing stage
* **EVALUATION STAGE DUE FOR SUBMISSION NO LATER THAN 0900 HRS ON MONDAY 27th APRIL**
 | **1:1** |
| **29.** | * **MARKING**
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| **30.** | * **MARKING**
 | **ALL** |
| **31.** | * **MARKING**
* **PROVISIONAL Final grades will be released this week**
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