



**Mapping of
AAT's Accounting Qualifications
(Revised 2016)**

to

**SQA's HNC/HND Accounting
(G9M5 15/G9M6 16)**

AAT's¹ Accounting Qualifications have been credit and levelled against the QCF and the SCQF. These revised Competence Based Qualifications (CBQs) became operational in August 2016.

The Accounting Qualifications are offered at three levels:

Foundation Certificate in Accounting - Level 2 (L5 Scotland)

This qualification will prepare learners for junior and entry level accounting roles. It covers areas such as double entry bookkeeping to basic costing principles and using accounting software. The qualification structure for this level is:

- ◆ Bookkeeping Transactions
- ◆ Bookkeeping Control
- ◆ Elements of Costing
- ◆ Using Accounting Software
- ◆ Work Effectively in Finance

Advanced Diploma in Accounting - Level 3 (L6 Scotland)

In this qualification learners will master more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants. The qualification structure for this level is:

- ◆ Advanced Bookkeeping
- ◆ Final Accounts Preparation
- ◆ Management Accounting: Costing
- ◆ Indirect Tax
- ◆ Ethics for Accountants
- ◆ Spreadsheets for Accounting

¹ Association of Accounting Technicians

Professional Diploma in Accounting - Level 4 (L8 Scotland)

In this qualification learners will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance. Learners may take optional specialists units. The qualification structure for this level is:

- ◆ Management Accounting: Budgeting
- ◆ Management Accounting: Decision and Control
- ◆ Financial Statement of Limited Companies
- ◆ Accounting Systems and Controls

Optional units two be chosen from:

Business Tax
Personal Tax
External auditing
Cash and Treasury Management
Credit Management

Full information about these qualifications can be found on AAT's website.

The Qualification codes and Unit codes for the Levels 5, 6 and 8 qualifications in Scotland can be found on the SQA Accreditation section of SQA's website using the 'Accredited Qualifications Search'.

Codes for the Level 2, 3 and 4 qualifications (offered in England) can be found on the Register of Regulated Qualifications — www.register/ofqual.gov.uk.

SCQF, QCF and EQF Ready reckoner

Scottish Credit and Qualifications Framework (SCQF)	Qualifications Credit Framework (QCF)	European Qualifications Framework (EQF)
12	8	8
11	7	7
10/9	6	6
8/7	5/4	5
6	3	4
5	2	3
4	1	2
3	E3	1
2	E2	
1		

The information contained in this Mapping document for the AAT's AQ16 Qualifications is for guidance only.

AAT introduced a Synoptic Assessment for each of the 2016 qualifications. This Synoptic Assessment is similar in nature to the SQA HN Graded Units.

Where candidates with SQA HN qualifications seek to use these as Recognition of Prior Learning (RPL), centres are reminded that the maximum RPL at any level for AAT qualifications is 50% of the units at any one level.

Candidates wishing to use RPL **must** be advised that if they use this method, the maximum mark that they can achieve in the units they are using for RPL is 70% which is a pass. This will affect their overall grading for the level they are studying.

AAT's qualifications are graded:

Distinction	90-100%
Merit	80-89%
Pass	70-79%

To achieve the qualifications and to be awarded a grade, a candidate must pass all the mandatory assessments and synoptic assessment. The unit and synoptic assessments are not awarded grades individually, but the marks achieved in all assessments contribute to the candidate's overall grade for the qualification.

Candidates can take the assessments as often as they wish to improve their overall grade.

The assessments are computer based with a time restriction. The synoptic assessment for the AAT Foundation Certificate in Accounting is normally available on demand. The synoptic assessments for the AAT Advanced Diploma in Accounting and AAT Professional Diploma in Accounting are available at specific times in the year.

The tables from page 5 onwards, show how units are assessed – Computer Based Assessment (CBA) and/or Synoptic Assessment.

It is recommended that anyone advising candidates about RPL, refer to the AAT website for the guidance and implications of using RPL.

The information contained in this document is accurate at August 2017.

AAT Foundation Certificate in Accounting at SCQF Level 5 (R484 04)

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Bookkeeping Transactions UH93 04 CBA & Synoptic	1. Understand financial transactions within a bookkeeping system	1.1 Indicate the purpose of business documents.	N/A at HN Level			
		1.2 Distinguish between prompt payment, bulk and trade discounts.	Recording Financial Information (RFI) and Recording Financial Transactions (RFT)	F7JV 34 HH81 33	Outcome 1 for both units	
		1.3 Demonstrate an understanding of a coding system.	N/A at HN Level			
		1.4 Demonstrate an understanding of the process of recording financial transactions.	N/A at HN Level			
	2. Process customer transactions	2.1 Calculate invoice and credit note amounts.	N/A at HN Level			
		2.2 Enter sales invoices and credit notes into the books of prime entry.	Recording Financial Information	F7JV 34	Outcome 1	
		2.3 Check the accuracy of receipts from customers.	N/A at HN Level			
	3. Process supplier transactions	3.1 Check the accuracy of supplier invoices and credit notes.	N/A at HN Level			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.2 Enter supplier invoices and credit notes into the books of prime entry.	Recording Financial Information	F7JV 34	Outcome 1	
		3.3 Prepare payments to suppliers.	Recording Financial Information	F7JV	Outcome 1	
	4. Process receipts and payments	4.1 Enter receipts and payments into a two column analysed cash book.	Recording Financial Information	F7JV 34	Outcome 1	
		4.2 Enter receipts and payments into an analysed petty cash book.	N/A at HN Level			
		4.3 Total and balance the cash book and petty cash book.	N/A at HN Level		NB Cash Book is completed in RFI but not Petty Cash Book	
	5.Process transactions through the ledger to the trial balance	5.1 Transfer data from the books of prime entry to the ledgers.	Recording Financial Information and Recording Financial Transactions	F7JV 34 HH81 33	Outcome 1 for both units	
		5.2 Total and balance ledger accounts.	Recording Financial Information and Recording Financial Transactions	F7JV 34 HH81 33	Outcome 1 for both units	
		5.3 Extract an initial trial balance.	Recording Financial Information and Recording Financial Transactions	F7JV 34 HH81 33	Outcome 1 for both units	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Bookkeeping Controls UH94 04 CBA & Synoptic	1 Understand payment methods.	1.1 Identify the appropriate use of different payment methods.	N/A at HN Level			
		1.2 Identify the effect of different payment methods on the bank balance.	N/A at HN Level			
	2. Understand controls in a bookkeeping system.	2.1 Identify the purpose of control accounts.	N/A at HN Level			
		2.2 Identify the purpose of reconciliation.	N/A at HN Level			
		2.3 Identify the purpose of the journal.	N/A at HN Level			
	3. Use control accounts.	3.1 Produce control accounts.	N/A at HN Level			
		3.2 Reconcile control accounts.	N/A at HN Level			
	4. Use the journal.	4.1 Produce journal entries to record accounting transactions.	N/A at HN Level		Covered but not the same extent in RFI	
		4.2 Produce journal entries to correct errors not disclosed by the trial balance.	Recording Financial Information	F7JV 34	Outcome 4	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		4.3 Produce journal entries to correct errors disclosed by the trial balance.	Recording Financial Information	F7JV 34	Outcome 4	
		4.4 Use journal entries to make adjustments in the ledger accounts.	N/A at HN Level		Covered in teaching RFI but not assessed.	
		4.5 Redraft the trial balance following adjustments.	N/A at HN Level		Covered in teaching RFI but not assessed.	
	5. Reconcile a bank statement with the cash book.	5.1 Locate differences between items on the bank statements and entries in the cash book.	Recording Financial Information and Recording Financial Transactions	F7JV 34 HH81 33	RFI Outcome 4 RFT Outcome 3	
		5.2 Use the bank statement to update the cash book.	Recording Financial Information and Recording Financial Transactions	F7JV 34 HH81 33	RFI Outcome 4 RFT Outcome 3	
		5.3 Produce a bank reconciliation statement.	Recording Financial Information and Recording Financial Transactions	F7JV 34 HH81 33	RFI Outcome 4 RFT Outcome 3	
Elements of Costing UH95 04 CBA & Synoptic	1. Understand the cost recording system within an organisation.	1.1 Recognise how costs are collected and classified in different types of organisation.	Cost Accounting	F7JR 34	Overall unit	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.2 Recognise common costing techniques used in an organisation.	Cost Accounting	F7JR 34	Overall unit	
		1.3 Identify the relationship between the costing and financial accounting systems within an organisation.	Cost Accounting	F7JR 34	Outcome 5	
		1.4 Identify sources of information about income and expenditure.	N/A at HN Level			
		1.5 Distinguish between cost, profit and investment centres.	Cost Accounting	F7JR 34		
		1.6 Identify how materials, labour and overheads are classified and recorded.	Cost Accounting	F7JR 34	Outcomes 1, 2 and 3	
	2. Use cost recording techniques.	2.1 Calculate costs of inventory issues and inventory valuations.	Cost Accounting	F7JR 34	Outcome 1	
		2.2 Calculate labour payments.	Cost Accounting	F7JR 34	Outcome 2	
		2.3 Calculate overhead absorption rates.	Cost Accounting	F7JR 34	Outcome 3	
		2.4 Use cost behaviour to calculate total and unit costs.	Cost Accounting	F7JR 34	Outcome 4	
		2.5 Calculate the direct cost of a product.	Cost Accounting	F7JR 34	Outcome 4	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	3. Provide information on actual and budgeted costs and income.	3.1 Compare actual and budgeted costs and income.	Management Accounting Using IT	F7JS 34		
		3.2 Apply exception reporting to identify significant variances.	Management Accounting Using IT	F7JS 34		
Using Accounting Software UH96 04 CBA only	1. Set up accounting software.	1.1 Enter information relating to the organisation at the beginning of an accounting period.	Using Financial Accounting Software	F7JP 34		
		1.2 Set up customer accounts.	Using Financial Accounting Software	F7JP 34		
		1.3 Set up supplier accounts.	Using Financial Accounting Software	F7JP 34		
	2. Process sales and purchases transactions.	2.1 Process sales invoices and credit notes.	Using Financial Accounting Software	F7JP 34		
		2.2 Allocate receipts from customers.	Using Financial Accounting Software	F7JP 34		
		2.3 Process purchase invoices and credit notes.	Using Financial Accounting Software	F7JP 34		
		2.4 Allocate payments to suppliers.	Using Financial Accounting Software	F7JP 34		

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	3 Process bank and cash transactions.	3.1 Process receipts and payments for non- credit transactions.	Using Financial Accounting Software	F7JP 34		
		3.2 Process recurring receipts and payments.	Using Financial Accounting Software	F7JP 34		
		3.3 Process petty cash receipts and payments.	Using Financial Accounting Software	F7JP 34		
	4 Perform period end routine tasks.	4.1 Process journals.	Using Financial Accounting Software	F7JP 34		
		4.2 Reconcile the bank statement.	Using Financial Accounting Software	F7JP 34		
	5. Produce reports.	5.1 Produce routine reports for customers and suppliers.	Using Financial Accounting Software	F7JP 34		
		5.2 Produce routine reports from the general ledger.	Using Financial Accounting Software	F7JP 34		
Work Effectively in Finance UH97 04 Synoptic only	1. Understand the finance function within an organisation.	1.1 Identify the role of the finance function.	N/A at HN Level			
		1.2 Demonstrate an understanding of how finance staff contribute to an organisation's success.	N/A at HN Level			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.3 Indicate the role of information in the work of the finance function.	N/A at HN Level			
		1.4 Identify the importance of data security.	N/A at HN Level			
	2. Use personal skills development in finance.	2.1 Identify the interpersonal skills required by finance staff.	N/A at HN Level			
		2.2 Identify the features of an effective finance team.	N/A at HN Level			
		2.3 Identify development needs.	N/A at HN Level			
	3. Produce work effectively.	3.1 Produce accurate work in appropriate formats.	N/A at HN Level		Underpinning the whole HN Framework but not specifically assessed.	
		3.2 Communicate information effectively.	N/A at HN Level		Underpinning the whole HN Framework but not specifically assessed.	
		3.3 Plan workload to meet the needs of the organisation.	N/A at HN Level		Underpinning the whole HN Framework but not specifically assessed.	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	4. Understand corporate social responsibility (CSR), ethics and sustainability within organisations.	4.1 Demonstrate an understanding of corporate social responsibility (CSR)	N/A at HN Level			
		4.2 Identify how finance staff can support ethical business practices.	N/A at HN Level			
		4.3 Establish the features and benefits of sustainable business practices.	N/A at HN Level			
Foundation Certificate Synoptic	No RPL available.		No transfer over. Similar to Graded Unit type assessment.			

AAT Advanced Diploma in Accounting at SCQF Level 6 (R485 04)

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Advanced Bookkeeping UH98 04 CBA & Synoptic	1. Apply the principles of double entry bookkeeping.	1.1 Demonstrate the accounting equation.	Recording Financial Information	F7JV 34	Outcome 1	
		1.2 Classify, assets, liabilities and equity in an accounting context.	Recording Financial Information	F7JV 34	Outcome 1	
		1.3 Demonstrate the purpose and use of books of prime entry and ledger accounting	Recording Financial Information	F7JV 34	Outcome 1	
		1.4 Apply ethical principles when recording transactions.	Not covered in HN			
		1.5 Carry out financial period end routines.	Recording Financial Information	F7JV 34	Outcome 1	
	2. Implement procedures for the acquisition and disposal of non-current assets	2.1 Demonstrate the importance of prior authority for capital expenditure.	Not covered in depth in HN			
		2.2 Identify capital expenditure	Not covered in depth in HN			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.3 Differentiate between funding methods for acquisition of non-current assets	Not covered in depth in HN			
		2.4 Record acquisitions and disposals of non-current assets	Not covered in depth in HN			
	3. Prepare and record depreciation calculations.	3.1 Calculate depreciation	Preparing Financial Statements	F7JT 34	Outcome 1	
		3.2 Record depreciation	Not covered in depth in HN			
	4. Record period end adjustments	4.1 Record accruals and prepayments in income and expenditure accounts	Not covered in the same manner in HN			
		4.2 Record irrecoverable debts and allowances for doubtful debts	Not covered in the same manner in HN			
		4.3 Record inventory	Preparing Financial Statements	F7JT 34	Outcome 1	
		4.4 Record period end adjustments	Preparing Financial Statements	F7JT 34	Outcome 1	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	5 Produce and extend the trial balance	5.1 Prepare a trial balance	Recording Financial Information	F7JV 34	Outcome 2	
		5.2 Carry out adjustments to the trial balance.	Not covered in HN			
		5.3 Complete the extended trial balance	Not covered in HN			
Final Accounts Preparation UH99 04 CBA & Synoptic	1. Distinguish between the financial recording and reporting requirements of different types of organisation.	1.1 Describe the types of organisation that need to prepare final accounts.	Covered in Preparing Financial Statements but not assessed specifically		Underpinning knowledge	
		1.2 Recognise the regulations applying to different types of organisation	Covered in Preparing Financial Statements but not assessed specifically		Underpinning knowledge	
	2. Explain the need for final accounts and the accounting and ethical principles underlying their preparation.	2.1 Describe the primary users of final accounts and their needs.	Covered in Preparing Financial Statements but not assessed specifically		Underpinning knowledge	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.2 Describe the accounting principles underlying the preparation of final accounts.	Covered in Preparing Financial Statements but not assessed specifically		Underpinning knowledge	
		2.3 Apply ethical principles when preparing final accounts.	Not covered in HN			
	3. Prepare accounting records from incomplete information.	3.1 Recognise circumstances when there are incomplete records.	Preparing Financial Statements	F7JT 34	Outcome 2	
		3.2 Prepare ledger accounts, using these to estimate missing figures.	Preparing Financial Statements	F7JT 34	Outcome 2	
		3.3 Calculate figures using mark-up and margin.	Preparing Financial Statements	F7JT 34	Outcome 2	
		3.4 Assess the reasonableness of given figures within a particular context.	Covered in Preparing Financial Statements but not assessed specifically		Underpinning knowledge	
	4. Produce accounts for sole traders.	4.1 Calculate opening and/or closing capital for a sole trader.	Preparing Financial Statements	F7JT 34	Outcome 2	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		4.2 Describe the components of a set of final accounts for a sole trader.	Covered in Preparing Financial Statements but not assessed specifically			
		4.3 Prepare a statement of profit or loss for a sole trader in the given format.	Preparing Financial Statements	F7JT 34	Outcome 2	
		4.4 Prepare a statement of financial position for a sole trader in the given format.	Preparing Financial Statements	F7JT 34	Outcome 2	
	5. Produce accounts for partnerships.	5.1 Describe the key components of a partnership agreement.	Not covered in HN Accounting core units.			Covered in Business Law: An Introduction Outcome 3.
		5.2 Describe the accounting procedure for a change in partners.	Not covered in HN Accounting core units.			
		5.3 Describe the key components of partnership accounts.	Not covered in HN Accounting core units.			
		5.4 Prepare a statement of profit or loss for a partnership in the given format.	Preparing Financial Statements	F7JT 34		May not be assessed - Outcome 1 covers either Partnership or a Limited company.

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		5.5 Prepare a partnership appropriation account, in compliance with the partnership agreement and in the given format.	Preparing Financial Statements	F7JT 34		May not be assessed - Outcome 1 covers either Partnership or a Limited company.
		5.6 Prepare the current accounts for each partner.	Preparing Financial Statements	F7JT 34		May not be assessed - Outcome 1 covers either Partnership or a Limited company.
		5.7 Prepare a statement of financial position for a partnership, in compliance with the partnership agreement and in the given format.	Preparing Financial Statements	F7JT 34		May not be assessed - Outcome 1 covers either Partnership or a Limited company.
	6. Recognise the key differences between preparing accounts for a limited company and a sole trader	6.1 Describe the main sources of regulation governing company accounts.	Not covered in HN Accounting core units.			
		6.2 Describe the more detailed reporting arising from these regulations.	Not covered in HN Accounting core units.			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Management Accounting: Costing UJ01 04 CBA & Synoptic	1. Understand the purpose and use of management accounting within an organisation.	1.1 Demonstrate an understanding of internal reporting.	Cost Accounting	F7JR 34	Underpinning knowledge	
		1.2 Demonstrate an understanding of ethical principles in management accounting.	Not covered in HN			
		1.3 Critically compare different types of responsibility centres.	Cost Accounting	F7JR 34	Underpinning knowledge	
		1.4 Explain and demonstrate the differences between marginal and absorption costing.	Management Accounting Using IT	F7SR 34	Outcome 4	
	2. Apply techniques required for dealing with costs,	2.1 Record and calculate materials, labour and overhead costs.	Cost Accounting	F7JR 34	Outcomes 1-3	
		2.2 Analyse and use appropriate cost information.	Cost Accounting	F7JR 34	Underpinning knowledge	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.3 Apply inventory control methods	Cost Accounting	F7JR 34	Outcome 1	
		2.4 Differentiate between cost classifications for different purposes.	Cost Accounting	F7JR 34	Underpinning knowledge	
		2.5 Differentiate between and apply different costing systems.	Cost Accounting	F7JR 34	Underpinning knowledge	
	3. Apportion costs according to organisational requirements.	3.1 Calculate and use overhead costs.	Cost Accounting	F7JR 34	Outcome 3	
		3.2 Calculate overhead recovery rates using traditional methods.	Cost Accounting	F7JR 34	Outcome 3	
		3.3 Calculate overhead recovery rates using activity based costing.	Cost Accounting	F7JR 34	Outcome 3	
		3.4 Demonstrate understanding of under recovery and over recovery of overheads.	Cost Accounting	F7JR 34	Outcome 3	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	4. Analyse and review deviations from budget and report these to management.	4.1 Calculate variances	Management Accounting Using IT	F7SR 34	Outcome 2	
		4.2 Analyse and investigate variances	Management Accounting Using IT	F7SR 34	Outcome 2	
		4.3 Report on variances.	Management Accounting Using IT	F7SR 34	Outcome 2	
	5. Apply management accounting techniques to support decision making.	5.1 Estimate and use short-term future income and costs.	Not covered in HN Accounting core units.			
		5.2 Assess and estimate the effects of changing activity levels.	Not covered in HN Accounting core units.			
		5.3 Use long term future income and costs.	Not covered in HN Accounting core units.			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Indirect Tax UJ02 04 CBA & Synoptic	1. Understand and apply VAT legislation requirements.	1.1 Identify and analyse relevant information on VAT	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		1.2 Explain the necessary interaction with the relevant tax authority.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		1.3 Describe the VAT registration, scheme choice and deregistration requirements.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		1.4 VAT invoices, required information and deadlines.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		1.5 Maintain knowledge of legislation, regulation, guidance and codes of practice.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
	2. Accurately complete VAT returns and submit them in a timely manner.	2.1 Extract relevant data from the accounting records.	Recording Financial Information	F7JV 34	Outcome 3	
		2.2 Calculate relevant input and output tax.	Recording Financial Information	F7JV 34	Outcome 3	

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.3 Calculate the VAT due to or from the relevant tax authority.	Recording Financial Information	F7JV 34	Outcome 3	
		2.4 Make adjustments and declarations for any error or omissions identified in previous VAT periods.	Not covered in the same depth in Recording Financial Information			
		2.5 Complete and submit a VAT return and make any associated payment within statutory limits.	Recording Financial Information	F7JV 34	Outcome 3	Completion of VAT return (VAT100) only.
	3. Understand the implications for the business of errors, omissions, and late filing and payment.	3.1 Explain the implications for a business of failure to comply with registration requirements.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		3.2 Explain the implications for a business of failure to comply with the requirement to submit VAT returns.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.3 Explain the implications for a business of failure to comply with the requirement to make payment of VAT.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		3.4 Explain the implications for a business resulting from a failure to make error corrections in the proper manner or to report errors where required to do so.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
	4 Report VAT-related information within the organisation in accordance with regulatory and organisational requirement.	4.1 Inform the appropriate person about VAT-related matters.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
		4.2 Communicate information about VAT due to or from the tax authority.	Covered partially in RFI and Business Taxation	F7JV 34 and F7R6 35		
Ethics for Accountants UJ03 04 Synoptic only	1. Understand the need to act ethically	1.1 Explain why it is important to act ethically.	Not covered in HN			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.2 Explain how to act ethically.	Not covered in HN			
		1.3 Explain the importance of values, culture and codes of practice/conduct.	Not covered in HN			
	2. Understand the relevance to the accountant's work of the ethical code for professional accountants.	2.1 Explain the ethical code's conceptual framework of principles, threats, safeguards and professional judgement.	Not covered in HN			
		2.2 Explain the importance of acting with integrity.	Not covered in HN			
		2.3 Explain the importance of objectivity.	Not covered in HN			
		2.4 Explain the importance of behaving professionally.	Not covered in HN			
		2.5 Explain the importance of being competent and acting with due care.	Not covered in HN			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.6 Explain the importance of confidentiality and when confidential information may be disclosed.	Not covered in HN			
		2.7 Explain the stages in the ethical code's process for ethical conflict resolution.	Not covered in HN			
	3. Recognise how to act ethically in an accounting role.	3.1 Distinguish between ethical and unethical behaviour.	Not covered in HN			
		3.2 Analyse a situation using the conceptual framework and the conflict resolution process.	Not covered in HN			
		3.3 Develop an ethical course of action.	Not covered in HN			
		3.4 Justify an appropriate action when requested to perform tasks that are beyond current experience or expertise.	Not covered in HN			

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.5 Explain the ethical responsibilities of accountants in upholding the principles of sustainability	Not covered in HN			
	4 Identify action to take in relation to unethical behaviour or illegal acts.	4.1 Analyse a given situation in light of money laundering laws and regulations.	Not covered in HN			
		4.2 Identify the relevant body to which questionable behaviour must be reported.	Not covered in HN			
		4.3 Report suspected money laundering in accordance with the regulations.	Not covered in HN			
		4.4 Decide when and how to report unethical behaviour by employers, colleagues or clients/customers.	Not covered in HN			
Spreadsheets for Accounting UJ04 04 Synoptic only	1. Design and structure appropriate spreadsheets to meet customer needs.	1.1 Organise data in a timely manner.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.2 Securely store and retrieve relevant information.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
	2. Use spreadsheet software to record, format and organise data.	2.1 Select relevant data	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		2.2 Accurately enter data	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		2.3 Format data	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
	3 Use relevant tools to manipulate and analyse data.	3.1 Select and use a range of appropriate formulae and functions to perform calculations	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		3.2 Select and use relevant tools to analyse and interpret data.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		3.3 Select and use appropriate tools to generate and format charts.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		3.4 Edit and update data.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.

AAT Units			SQA HN Accounting Units			
Unit Title and Code	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	4. Use software tools to verify accuracy and protect data.	4.1 Use appropriate tools to identify and resolve errors.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		4.2 Assess that new data has been accurately added.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		4.3 Protect integrity of data.	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
	5. Use tools and techniques to prepare and report accounting information.	5.1 Prepare reports	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
		5.2 Report accounting information	Not covered in HN Accounting core units.			May be covered in IT in Business: Spreadsheets.
Advanced Diploma Synoptic		No transfer over to AAT from any qualifications.	No RPL Available.		Nothing similar in HN Accounting as this is a CBT focusing on the use of Spreadsheets and Ethics.	

AAT Professional Diploma in Accounting at SCQF Level 8 (R486 04)

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Core Units						
Management Accounting: Budgeting UJ05 04 CBA & Synoptic	1. Prepare forecasts of income and expenditure.	1.1 Identify internal and external sources of information used to forecast income and expenditure.	Not covered specifically in HN Accounting		Underpinning knowledge	
		1.2 Use statistical techniques to forecast income and expenditure.	Not covered specifically in HN Accounting		Underpinning knowledge	
		1.3 Discuss the purpose of revenue and cost forecasts and their link to budgets.	Not covered specifically in HN Accounting		Underpinning knowledge	
		1.4 Identify the impact of internal and external factors in income and expenditure forecasts.	Not covered specifically in HN Accounting		Underpinning knowledge	
	2 Prepare budgets	2.1 Identify budgetary responsibilities and accountabilities.	Not covered specifically in HN Accounting		Underpinning knowledge	
		2.2 Identify and calculate the effect of production and sales restraints.	Management Accounting Using IT	F7JS 34	Outcome 1	
		2.3 Prepare planning schedules for physical	Management Accounting Using IT	F7JS 34	Outcome 1	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		production resources.				
		2.4 Calculate budgets for different types of cost.	Management Accounting Using IT	F7JS 34	Outcome 1	
		2.5 Prepare draft budgets from historical data, forecasts and planning assumptions.	Management Accounting Using IT	F7JS 34	Outcome 1	
		2.6 Prepare cash flow forecasts.	Management Accounting Using IT	F7JS 34	Outcome 1	
	3. Demonstrate how budgeting can improve organisational performance.	3.1 Discuss how budgeting can promote effective, ethical and focused management.	Not covered specifically in HN Accounting		Underpinning knowledge	
		3.2 Discuss the use of budgeting for planning, coordinating, authorising and cost control.	Not covered specifically in HN Accounting		Underpinning knowledge	
		3.3 Break a budget down into control periods.	Management Accounting Using IT	F7JS 34	Outcome 1	
		3.4 Recommend appropriate performance measures to support budgetary control.	Not covered specifically in HN Accounting		Underpinning knowledge	
		3.5 Integrate standard costing into budgetary control.	Management Accounting Using IT	F7JS 34	Outcome 1	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.6 Prepare and explain a flexed budget.	Management Accounting Using IT	F7JS 34	Outcome 2	
		3.7 Calculate variances between budget and actual income and expenditure.	Management Accounting Using IT	F7JS 34	Outcome 2	
		3.8 Review and revise budgets to reflect changing circumstances.	Management Accounting Using IT	F7JS 34	Outcome 1 and 2	
	4. Report budgetary information to management in a clear and appropriate format.	4.1 Discuss the basic methods of budgeting and make recommendations for their use.	Not covered specifically in HN Accounting		Underpinning knowledge	
		4.2 Plan and agree draft budgets with all parties involved.	Not covered specifically in HN Accounting		Underpinning knowledge	
		4.3 Analyse variances and explain their impact on the organisation.	Management Accounting Using IT	F7JS 34	Outcome 2	
		4.4 Effectively present budgetary issues to management.	Management Accounting Using IT	F7JS 34	Outcome 2	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Management Accounting: Decision and Control UJ06 04 CBA & Synoptic	1. Analyse a range of costing techniques to support the management accounting function of an organisation.	1.1 Distinguish between different cost classifications and evaluate their use in a management accounting function.	Management Accounting for Planning and Control; and Management Accounting Using IT	F82H 35 F7JS 34	Various	
		1.2 Discriminate between and use marginal costing and absorption costing techniques.	Management Accounting for Planning and Control; and Management Accounting Using IT	F82H 35 F7JS 34	Various	
		1.3 Recognise and calculate measures of profitability and contribution.	Management Accounting for Planning and Control; and Management Accounting Using IT	F82H 35 F7JS 34	Various	
	2. Calculate and use standard costing to improve performance.	2.1 Discuss how standard costing can aid the planning and control of an organisation.	Not covered specifically in HN Accounting			
		2.2 Calculate standard costing information.	Management Accounting Using IT; Management Accounting for Planning and Control; and Management Accounting for Decision Making	F7JS 34 F82H 35 F82J 35	Various	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.3 Calculate standard costing variances.	Management Accounting for Planning and Control; and Management Accounting Using IT	F82H 35 F7JS 34		
		2.4 Prepare and reconcile standard costing operating statements.	Management Accounting for Planning and Control; and Management Accounting Using IT	F82H 35 F7JS 34		
		2.5 Analyse and effectively present information to management based on standard costing information.	Management Accounting for Planning and Control; and Management Accounting Using IT	F82H 35 F7JS 34		
	3. Demonstrate a range of statistical techniques to analyse business information.	3.1 Calculate key statistical indicators.	Not covered specifically in HN Accounting		Underpinning knowledge	
		3.2 Use and appraise key statistical indicators.	Not covered specifically in HN Accounting		Underpinning knowledge	
	4. Use appropriate financial and non-financial performance techniques to aid decision making.	4.1 Identify and calculate key financial and non-financial performance indicators.	Management Accounting for Decision Making	F82J 35	Outcome 2	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		4.2 Evaluate key financial and non-financial performance indicators.	Management Accounting for Decision Making	F82J 35	Outcome 1 and 2	
		4.3 Use decision-making techniques.	Management Accounting for Decision Making	F82J 35	Outcome 1 and 2	
		4.4 Make recommendations and effectively communicate to management based on analysis.	Management Accounting for Decision Making	F82J 35	Outcome 1 and 2	
	5. Evaluate a range of cost management techniques to enhance value and aid decision making.	5.1 Use life cycle costing to aid decision making.	Not covered specifically in HN Accounting			
		5.2 Use target costing to aid decision making.	Not covered specifically in HN Accounting			
		5.3 Calculate and interpret activity based costing (ABC) information.	Management Accounting for Planning and Control	F82H 35	Outcome 1 and 2	
		5.4 Evaluate the commercial factors that underpin the life cycle of a product.	Not covered specifically in HN Accounting			
		5.5 Take account of ethical considerations throughout the decision making process.	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Financial Statements of Limited Companies UJ07 04 CBT & Synoptic	1. Demonstrate an understanding of the reporting frameworks and ethical principles that underpin financial reporting	1.1 Explain the regulatory framework that underpins financial reporting	Financial Reporting and Analysis	HC43 35	Outcome 1	
		1.2 Explain the International Accounting Standards Board (IASB) Conceptual Framework that underpins financial reporting	Financial Reporting and Analysis	HC43 35	Outcome 1	
		1.3 Discuss the ethical principles that underpin financial reporting in accordance with the <i>AAT Code of Professional Ethics</i>	Not covered specifically in HN Accounting			
	2. Demonstrate an understanding of the key features of a published set of financial statements	2.1 Examine the effect of international accounting standards on the preparation of financial statements	Financial Reporting and Analysis	HC43 35	Outcome 1	
	3. Draft statutory financial statements for a limited company	3.1 Draft a statement of profit or loss and other comprehensive income	Financial Reporting and Analysis	HC43 35	Outcome 2	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.2 Draft a statement of financial position	Financial Reporting and Analysis	HC43 35	Outcome 2	
		3.3 Draft a statement of changes in equity	Financial Reporting and Analysis	HC43 35	Outcome 2	
		3.4 Draft a statement of cash flows	Preparing Financial Statements	F7JT 34	Outcome 3	
	4. Draft consolidated financial statements	4.1 Draft a consolidated statement of profit or loss for a parent company with one partly owned subsidiary	Financial Reporting and Analysis	HC43 35	Outcome 3	
		4.2 Draft a consolidated statement of financial position for a parent company with one partly owned subsidiary	Financial Reporting and Analysis	HC43 35	Outcome 3	
	5. Interpret financial statements using ratio analysis	5.1 Calculate ratios with regard to profitability, liquidity, efficient use of resources and financial position	Financial Reporting and Analysis; and Preparing Financial Statements	HC43 35 F7JT 34	Outcome 4	
		5.2 Appraise the relationship between elements of the financial statements with regard to profitability, liquidity, efficient use of resources and financial position by means of ratio analysis	Financial Reporting and Analysis; and Preparing Financial Statements	HC43 35 F7JT 34	Outcome 4	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		5.3 Effectively present an analysis with recommendations	Financial Reporting and Analysis; and Preparing Financial Statements	HC43 35 F7JT 34	Outcome 4	
Accounting Systems and Controls UJ08 04 Synoptic only	1. Demonstrate an understanding of the role and responsibilities of the accounting function within an organisation	1.1 Discuss the purpose, structure and organisation of the accounting function	Not covered specifically in HN Accounting		Underpinning knowledge	
		1.2 Discuss the purpose of the key financial reports and their use by a range of stakeholders	Not covered specifically in HN Accounting		Underpinning knowledge	
		1.3 Examine the impact of relevant regulations affecting the accounting function	Not covered specifically in HN Accounting		Underpinning knowledge	
		1.4 Demonstrate an understanding of the impact of management information requirements on the accounting function	Not covered specifically in HN Accounting		Underpinning knowledge	
	2. Evaluate internal control systems	2.1 Discuss how internal controls can support the organisation	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		2.2 Evaluate how information from the organisation's financial statements may indicate weaknesses in its internal controls	Not covered specifically in HN Accounting			
		2.3 Examine ways of preventing and detecting fraud and systemic weaknesses	Not covered specifically in HN Accounting			
	3. Evaluate an organisation's accounting system and underpinning procedures	3.1 Examine an organisation's accounting system and its effectiveness	Not covered specifically in HN Accounting			
		3.2 Evaluate the underpinning procedures of an accounting system, assessing the impact on the operation of the organisation	Not covered specifically in HN Accounting			
		3.3 Evaluate the risk of fraud arising from weaknesses in the internal control system	Not covered specifically in HN Accounting			
		3.4 Examine current and planned methods of operating	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	4. Analyse recommendations made to improve an organisation's accounting system	4.1 Identify changes to the accounting system or parts of the accounting system	Not covered specifically in HN Accounting			
		4.2 Analyse the implications of changes to the accounting system	Not covered specifically in HN Accounting			
		4.3 Consider the effects of recommended changes on users of the system	Not covered specifically in HN Accounting			
		4.4 Justify recommended changes to the accounting system	Not covered specifically in HN Accounting			
Optional Units – Candidates to choose 2 from 5						
Business Tax UJ09 04 CBA	1. Complete tax returns for sole traders and partnerships and prepare supporting tax computations	1.1 Analyse trading profits and losses for tax purposes	Business Taxation	F7R6 35	Outcome 1	
		1.2 Identify the correct basis period for each tax year				
		1.3 Identify and calculate capital allowances	Business Taxation	F7R6 35	Outcome 1	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.4 Analyse taxable profits and losses of a partnership between the partners	Not covered specifically in HN Accounting			
		1.5 Calculate the NI contributions payable by self-employed taxpayers	Business Taxation	F7R6 35		
		1.6 Complete the individual and partnership tax returns relevant to sole traders and partnerships	Business Taxation			Partnerships not specifically covered.
	2. Complete tax returns for limited companies and prepare supporting tax computations	2.1 Analyse trading profits and losses for tax purposes	Business Taxation	F7R6 35		
		2.2 Identify and calculate capital allowances	Business Taxation	F7R6 35		
		2.3 Calculate total taxable profits and corporation tax payable	Business Taxation	F7R6 35		
		2.4 Complete corporation tax returns	Business Taxation	F7R6 35		
	3. Provide advice on the UK's tax regime and its impact on sole traders, partnerships and limited companies	3.1 Demonstrate an understanding of the tax return filing requirements and tax payments due	Business Taxation	F7R6 35		

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.2 Demonstrate an understanding of the penalties and finance costs for non-compliance	Business Taxation	F7R6 35		
	4. Advise business clients on tax reliefs, and their responsibilities and their agent's responsibilities in reporting taxation to HMRC	4.1 Appraise the effective use of trading losses	Business Taxation	F7R6 35		
		4.2 Demonstrate an understanding of the current tax reliefs and other tax issues	Business Taxation	F7R6 35		
		4.3 Discuss the responsibilities relating to tax for the business and its agent	Business Taxation	F7R6 35		
	5. Prepare tax computations for the sale of capital assets	5.1 Calculate capital gains tax payable by self-employed taxpayers	Not covered specifically in HN Accounting			
		5.2 Calculate chargeable gains and allowable losses for limited companies	Business Taxation	F7R6 35		

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Personal Tax UJ10 04 CBA	1. Analyse the theories, principles and rules that underpin taxation systems	1.1 Evaluate the objectives and functions of taxation	Income Tax	F86X 35		
		1.2 Differentiate between tax planning, tax avoidance and tax evasion	Income Tax	F86X 35		
		1.3 Discuss the roles and responsibilities of a taxation practitioner	Income Tax	F86X 35		
		1.4 Discuss residence, and domicile	Income Tax	F86X 35		
	2. Calculate a UK taxpayer's total income	2.1 Calculate income from employment	Income Tax	F86X 35		
		2.2 Calculate income from investments	Income Tax	F86X 35		
		2.3 Calculate income from property	Income Tax	F86X 35		
	3. Calculate income tax and National Insurance (NI) contributions payable by a UK taxpayer	3.1 Calculate personal allowances	Income Tax	F86X 35		
		3.2 Apply relief for pension payments and charitable donations	Income Tax	F86X 35		

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.3 Perform income tax computations	Income Tax	F86X 35		
		3.4 Calculate NI contributions for employees and employers	Income Tax	F86X 35		
		3.5 Advise on tax planning techniques to minimise tax liabilities	Income Tax	F86X 35		
	4. Account for capital gains tax	4.1 Discuss chargeable and exempt capital transactions	Not covered specifically in HN Accounting			
		4.2 Calculate chargeable gains and allowable losses	Not covered specifically in HN Accounting			
		4.3 Calculate gains and losses arising on the disposal of shares	Not covered specifically in HN Accounting			
		4.4 Calculate capital gains tax payable	Not covered specifically in HN Accounting			
	5. Discuss the basics of inheritance tax	5.1 Identify the basic features of chargeable lifetime and exempt transfers	Not covered specifically in HN Accounting			
		5.2 Perform basic inheritance tax computations	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
External Auditing UJ11 04 CBA only	1. Demonstrate an understanding of the principles of auditing	1.1 Demonstrate an appreciation of the concept of assurance	Auditing	FN11 35		
		1.2 Discuss the objectives of audits conducted under International Standards on Auditing (ISA)	Auditing	FN11 35		
	2. Demonstrate the importance of professional ethics	2.1 Identify the principles and characteristics of ethical codes and the implications for the auditor	Auditing	FN11 35		
		2.2 Consider threats to the fundamental ethical principles and the independence of auditors	Auditing	FN11 35		
		2.3 Evaluate safeguards to eliminate or reduce threats to the fundamental ethical principles and the independence of auditors	Auditing	FN11 35		
		2.4 Apply the fundamental principle of confidentiality.	Auditing	FN11 35		
	3. Evaluate the audited entity's system of internal control	3.1 Demonstrate an understanding of the principles of internal control	Not covered specifically in HN Accounting			
		3.2 Identify the main features of an accounting system	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.3 Evaluate the effectiveness of an accounting control system	Not covered specifically in HN Accounting			
		3.4 Identify how internal controls mitigate risks	Not covered specifically in HN Accounting			
	4. Evaluate audit procedures for obtaining audit evidence	4.1 Evaluate methods used to obtain audit evidence in a given situation	Auditing	FN11 35		
		4.2 Evaluate audit techniques used in an IT environment	Auditing	FN11 35		
		4.3 Evaluate and use different sampling techniques	Auditing	FN11 35		
		4.4 Develop an audit approach suitable for a given situation	Auditing	FN11 35		
		4.5 Select procedures for a given assertion	Auditing	FN11 35		
	5. Evaluate the planning process	5.1 Demonstrate an understanding of how audit risk applies to external auditing	Auditing	FN11 35		
		5.2 Demonstrate how the concept of materiality applies to external auditing	Auditing	FN11 35		

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		5.3 Analyse the key audit risks for a given situation	Auditing	FN11 35		
		5.4 Apply audit procedures to achieve audit objectives	Auditing	FN11 35		
	6. Evaluate audit procedures	6.1 Examine the role of audit working papers	Auditing	FN11 35		
		6.2 Select and justify matters to be referred to a senior colleague	Auditing	FN11 35		
		6.3 Evaluate audit evidence and recommend a suitable audit opinion	Auditing	FN11 35		
		6.4 Effectively report audit findings to management	Auditing	FN11 35		
Cash and Treasury Management UJ12 04 CBA only	1. Use statistical techniques and financial information to prepare forecasts of cash receipts and payments	1.1 Identify and classify different types of cash receipts and payments	Not covered specifically in HN Accounting			
		1.2 Reconcile profit with movement in cash	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.3 Prepare forecasts	Not covered specifically in HN Accounting			
		1.4 Calculate non-current assets cash movements	Not covered specifically in HN Accounting			
	2. Prepare cash budgets and monitor cash flows within the organisation	2.1 Prepare cash budgets and/or forecasts in the preferred format and clearly indicate net cash requirements, including the effects of lagged receipts and payments	Covered in Management Accounting Using IT; Management Accounting for Planning and Control	F7JS 34 F82H 35		
		2.2 Undertake sensitivity analysis on cash budgets and make recommendations to management	Management Accounting for Planning and Control	F82H 35		
		2.3 Identify deviations from the cash budget and recommend corrective action within organisational policies	Management Accounting for Planning and Control	F82H 35		
	3. Evaluate the principles of cash management within the context of regulation and government monetary policies	3.1 Explain how government monetary policies affect an organisation's treasury functions	Not covered specifically in HN Accounting		Underpinning knowledge	

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.2 Discuss the principles of liquidity management	Management Accounting for Planning and Control	F82H 35		
		3.3 Discuss how an organisation's principles of cash management will be determined by their specific financial regulations, guidelines and security procedures	Not covered specifically in HN Accounting			
		3.4 Discuss the role of the treasury function	Not covered specifically in HN Accounting			
	4. Evaluate ways of raising finance in accordance with organisational requirements	4.1 Demonstrate an understanding of how an organisation can raise finance and the basic terms and conditions associated with each of these types of financing	Management Accounting for Decision Making	F82J 35		
		4.2 Evaluate the use of financing options to fund the organisation's cash requirements on the most beneficial terms and conditions	Management Accounting for Decision Making	F82J 35		

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	5. Evaluate ways of investing surplus funds within organisational policies	5.1 Evaluate different types of investment and the associated risk, terms and conditions	Management Accounting for Planning and Control	F82H 35		
		5.2 Analyse ways to manage risk when investing to minimise potential exposure to the organisation	Management Accounting for Planning and Control	F82H 35		
		5.3 Consider the investment of surplus funds according to organisational culture and policy	Management Accounting for Planning and Control	F82H 35		
		5.4 Evaluate economic conditions that could affect various financial markets	Not covered specifically in HN Accounting			
Credit Management UJ13 04 CBA only	1. Analyse relevant legislation and contract law that has an impact on the credit control environment	1.1 Examine how the main features of statute and contract law apply to credit control	Not covered specifically in the core units of HN			Covered in Business Law: An Introduction. However, note that the AAT unit covers English Law and there are some differences between it and Scots Law.

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		1.2 Discuss remedies for breach of contract and the circumstances in which they can be used effectively	Not covered specifically in the core units of HN			Covered in Business Law: An Introduction. However, note that the AAT unit covers English Law and there are some differences between it and Scots Law.
		1.3 Explain the terms and conditions associated with customer contracts	Not covered specifically in the core units of HN			Covered in Business Law: An Introduction. However, note that the AAT unit covers English Law and there are some differences between it and Scots Law.
		1.4 Discuss the data protection and ethical considerations associated with credit control activities	Not covered specifically in the core units of HN			Covered in Business Law: An Introduction. However, note that the AAT unit covers English Law and there are some differences between it and Scots Law.

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
	2. Critically analyse information from a variety of sources to assess credit risk and grant credit in compliance with organisational policies and procedures	2.1 Explain sources of credit status and assessment methods used in granting credit	Not covered specifically in HN Accounting			
		2.2 Analyse the credit status of existing and potential customers using relevant ratios and performance indicators	Not covered specifically in HN Accounting			
		2.3 Present and justify reasons for granting, refusing, amending or extending credit	Not covered specifically in HN Accounting			
	3. Evaluate a range of techniques to collect debts	3.1 Discuss legal and administrative procedures for debt collection	Not covered specifically in HN Accounting			
		3.2 Evaluate the effectiveness of methods for collection and management of debts	Not covered specifically in HN Accounting			
		3.3 Justify appropriate debt recovery methods	Not covered specifically in HN Accounting			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
		3.4 Calculate the effect of early settlement discounts and advise management on their use	Management Accounting for Planning and Control	F82H 35		
	4. Critically evaluate credit control in line with organisational policies and procedures	4.1 Explain the importance of liquidity management	Covered to some extent in Management Accounting for Planning and Control	F82H 35	Outcome 3	
		4.2 Discuss the effects of bankruptcy and insolvency	Not covered specifically in HN Accounting		Underpinning knowledge	
		4.3 Analyse receivables	Covered to some extent in Management Accounting for Planning and Control	F82H 35	Outcome 3	
		4.4 Employ a professional and ethical approach to communications and negotiations with customers	Not covered specifically in HN Accounting			
	5. Present advice and recommendations to management on the credit control system	5.1 Select relevant, accurate and timely information and present it effectively	Not covered specifically in the core units of HN			
		5.2 Evaluate recommendations for write-offs and provisions	Not covered specifically in the core units of HN			

AAT Units			SQA HN Accounting Units			
Unit	Outcome	Brief Description	Unit Title	Unit Code	Outcome	Comment
Professional Diploma Synoptic CBA	No transfer over from any qualifications.	No RPL available.				