

Subject

Year 13: Unit 11

Assessment Opportunities	Literacy/Reading opportunities	CEIAG Links
<p>Unit 8 is an internally assessed unit of 60 GLH. Students are assessed in learning objectives, where content is taught and then assessment time is allocated to completing their assessed task.</p> <p>Whole class feedback is provided at least once every half term, and individual feedback is provided at the end of each learning objective. This is recorded on the CTEC mark sheet for the specified unit.</p> <p>Student work is then externally assessed in one of two external moderations.</p>	<p>Unit 11 is based on a case study business called Northern Car Repairs which provides an opportunity for reciprocal reading.</p> <p>In lessons, students also have opportunities to complete individual and whole class reading. As this is an accountancy based unit, students also spend a lot of time interpreting numerical figures before analysing and evaluating relevant topics.</p>	<p>This unit is called “Accounting Concepts” and provides students with an insight into careers in Accounting and Finance. Students learn about the roles and responsibilities of Accountants and have the opportunity to develop skills in completing a range of financial documents based on a case study scenario.</p> <p>This unit provides an excellent starting point for those who wish to pursue a degree, apprenticeship or employment within this career area.</p>

Curriculum vision:

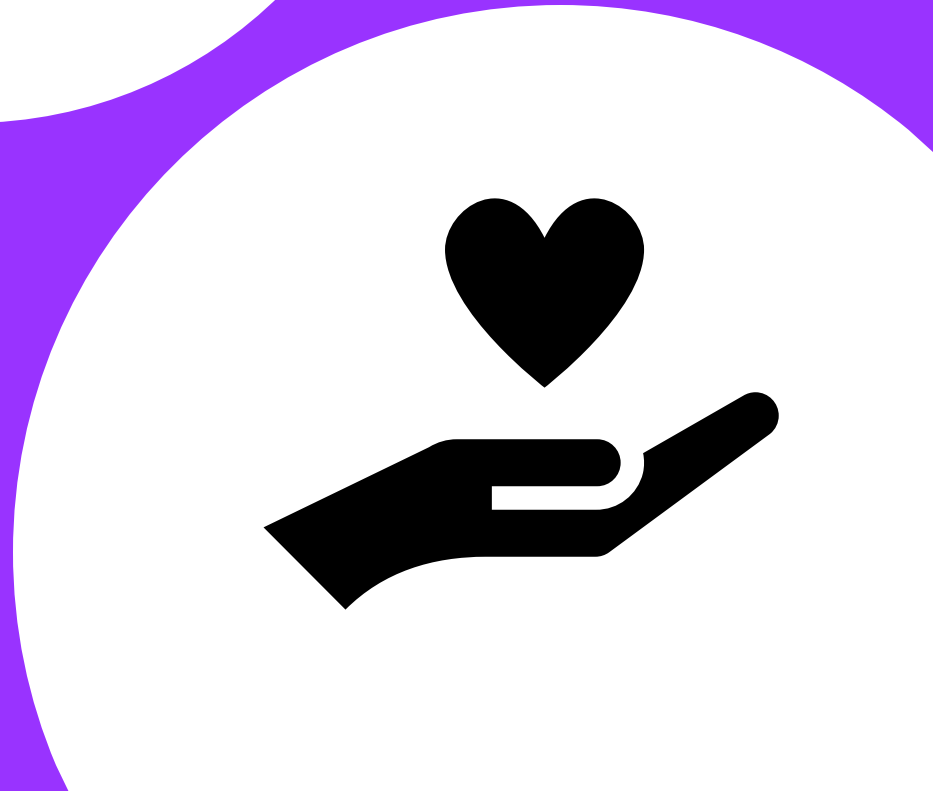
“Our aim is to deliver a curriculum that is inclusive, relevant and progressive for all learners.”



OCR Cambridge Technical Level 3 **Business Studies**

Delivered over two years
Certificate & Extended certificate

UNIT 11



Course overview

Unit 11- Accounting Concepts

This unit is internally assessed and externally verified.

All businesses require accurate book keeping records to meet the requirements of businesses and their stakeholders. This unit provides students with vital skills and knowledge of maintaining business records, using books of original entry and double entry book keeping.

Due to an increase in the number of national and international accounting requirements, businesses are always in need of employees who possess book keeping and accounting skills.

Weeks	Learning Outcome	TBAT
Unit 11- Accounting Concepts		
1-2	<p>Learning objective 1- Understand why businesses keep accurate accounting records:</p> <ul style="list-style-type: none"> • Purpose of accounting • Accounting requirements of various types of businesses • Accounting concepts and policies 	<ol style="list-style-type: none"> 1. TBAT Understand the impact of increases and decreases in assets and liabilities on business accounts 2. TBAT Explain why it is important to record financial transactions 3. TBAT Identify and explain stakeholders interest in business accounts 4. TBAT Explain how businesses use cash flow forecasts to monitor performance 5. TBAT Calculate and explain liquidity and profitability ratios for businesses 6. TBAT Explain the accounting requirements of different stakeholders in businesses 7. TBAT Explain different accounting policies 8. TBAT Apply your knowledge of accounting concepts to given business
3-4	Assessment of Learning Objective 1	
5	Learning objective 2- Be able to use the accounting equation	<ol style="list-style-type: none"> 1. TBAT calculate assets, capital and liabilities using the accounting equation <p>Lesson 2-3- Assessment of Learning objective 2</p>
6	<p>Learning objective 3- be able to prepare the principle documents in business transactions:</p> <ul style="list-style-type: none"> • Purpose and completion of business documents • The purpose, effect and recording or cash and trade discounts • Purpose and preparation of ledgers • How to complete a three column cash book 	<ol style="list-style-type: none"> 1. TBAT Complete principle source documents for business transactions 2. TBAT Produce a three column cash book from given data financial data 3. TBAT Compare the accounting procedures for cash and trade discounts 4. TBAT Evaluate the use of cash and trade discounts in more than one business organisation

Weeks	Learning Outcome	TBAT
7-8	Assessment of Learning Aim 3	
9-10	<p>Learning objective 4- Be able to use basic double entry bookkeeping to prepare a trial balance:</p> <ul style="list-style-type: none"> • Double entry bookkeeping • Divisions of the ledger • Classification and treatment revenue and capital items of income and expenditure • Trail balance 	<ol style="list-style-type: none"> 1. TBAT Explain the difference between capital and revenue items of income and expenditure 2. TBAT Create ledger accounts
11	Assessment of learning objective 4	
12	Learning objective 5- Be able to reconcile a cash book with a bank statement	<ol style="list-style-type: none"> 1. TBAT Update a completed cash book 2. TBAT Produce a bank reconciliation statement 3. TBAT Describe payment methods for business transactions 4. TBAT Explain the purpose of a bank statement and the need for a bank reconciliation statement
13	Assessment of learning objective 5	