

# Award in Business Finance Levels 1, 2 & 3



Figures not adding up? Try our Business Finance qualifications to point you in the right direction

These qualifications are available at levels 1-3, and evaluate the learners' ability to apply, calculate and use numerical skills within a business context. They will provide learners with an understanding of the preparation of a number of numerical, graphical and financial formats sufficient to provide useful information monitoring, decision making and problem solving.

These qualifications are available from **1 September 2008**.

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## Learner benefits

- ✓ You will develop skills in Numeracy
- ✓ No specific entry requirements
- ✓ Single unit qualification
- ✓ Can be undertaken either part or full time

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## Job roles

- Accounts Assistant
- Accounting Technician
- Office Administrator
- Clerical Assistant
- Manager (non financial roles)
- Team Leader

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## Qualification Structure

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### Level 1 Award in Business Finance

Areas covered at Level 1 include applying numerical skills to business transactions, preparing and interpreting business information and applying numeracy skills to financial activities such as sales tax and trade discount.

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### Level 2 Award in Business Finance

Areas covered at Level 2 include preparing budgets, understanding budget deviations/variances, liquidity, preparing costing information for business, recording stock movements, principles of credit control and business performance indicators.

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### Level 3 Award in Business Finance

Areas covered at Level 3 include the allocation, apportion and absorption of overhead costs, variances in standards costing, using management accounting information for short term and long term decision making and planning.

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## Centre benefits

- ✓ Single unit qualification
- ✓ Tested on demand
- ✓ One off fee

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## Progression

Learners can move through the various levels of this qualification. They can undertake related qualifications such as Book-keeping and Accounts and Computerised Accounts. Learners can progress to the Level 2/3 NVQ in Accounting and also undertake the Apprenticeship and Advanced Apprenticeship in Accounting.

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## Further information (including funding) can be found by visiting the following websites:

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**QCA – national database of accredited qualifications**  
<http://www.accreditedqualifications.org.uk>

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**Financial Services Skills Council**  
[www.fssc.org.uk](http://www.fssc.org.uk)

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**Learning and Skills Council** (includes funding info)  
[www.lsc.gov.uk](http://www.lsc.gov.uk)

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**Learning Aims Database** (includes funding info)  
<http://providers.lsc.gov.uk/lad/default.asp>

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**Train 2 Gain** (includes funding info)  
[www.traintogain.gov.uk](http://www.traintogain.gov.uk)

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**Management Standards Centre**  
[www.management-standards.org](http://www.management-standards.org)

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**Department of Employment and Learning Northern Ireland**  
<http://www.delni.gov.uk>

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**Llywodraeth Cynulliad Cymru Welsh Assembly Government**  
<http://new.wales.gov.uk/?lang=en>

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## Documentation

All qualification documentation is available to download from our website :

[www.cityandguilds.com/uk/centres/businesssupportskills](http://www.cityandguilds.com/uk/centres/businesssupportskills)

## What's the next step?

Simply contact your nearest City & Guilds office they will guide you through the approval process details of your nearest City & Guilds office can be found on our website:

[www.cityandguilds.com/regionsandnations](http://www.cityandguilds.com/regionsandnations), or contact the Customer Relations team:

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F +44 (0)20 7294 2413

[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

[www.cityandguilds.com](http://www.cityandguilds.com)

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