

City & Guilds

Accounting portfolio launch



Agenda slide

1. Introductions
2. Information on new qualifications
3. Computerised Accounts
4. Business Finance
5. Book-keeping and Accounts
6. Support materials
7. Plenary

1. Introductions



2. Information on new qualifications



Computerised Accounts (8989)

- Level 1-3 Award in Computerised Accounts (8989)
- Replaces 8956 which expired on 30 September 2008
- Guided Learning Hours
 - Level 1 – 30 GLH
 - Level 2 – 30 GLH
 - Level 3 – 60 GLH

Business Finance (8990)

- Level 1-3 Award in Business Finance (8990)
- Guided Learning Hours
 - Level 1 – 30 GLH
 - Level 2 – 30 GLH
 - Level 3 – 60 GLH

Book-keeping and Accounts (8991)

- Level 1-2 Award in Book-keeping and Accounts (8991)
- Level 3 Award in Accounting and Book-keeping (8991)
- Replaces 8953 which expired on 30 September 2008
- Guided Learning Hours
 - Level 1 – 30 GLH
 - Level 2 – 30 GLH
 - Level 3 – 60 GLH

Withdrawn qualifications

- Qualifications that are no longer available after December 2008:
 - Level 3 Accounting (8950)
 - Level 1 and 2 Commercial Numeracy (8955)
 - Level 3 Cost and Management Accounting (8957)

Examination fees

- All single subject qualifications follow the same fee structure
 - Level 1 - £22.00
 - Level 2 - £24.00
 - Level 3 - £28.00

Qualifications Credit Framework

- The new qualifications will be on the Framework **NOT** the NQF
- Qualifications will be fundable
- NQF will no longer exist from September 2010
- For further details on the Framework please visit www.qca.org.uk

3. Computerised Accounts (8989)



Changes to Level 1 Computerised Accounts

- Nothing has been removed

Additions to Level 1 Computerised Accounts

- Use of Cash Account as well as Bank Account
- Introduction of capital to both Bank A/C and Cash A/C
- Process Bank Payments
- Nominal Ledger printouts (Bank A/C and Cash A/C)

Changes to examination

- Reading time 5 minutes

Changes to Level 2 Computerised Accounts

- Removal of:
 - Handwritten batch control sheets
 - Introduction of capital to both Bank and Cash (now L1)

Additions to Level 2 Computerised Accounts

- Prepare, process and print a service invoice
- Transfer between Bank A/C and Cash A/C
- Process returned cheque or cancelled cheque
- Nominal journal entries
- Process wages journal
- Aged debtor / aged creditor analysis
- Day book printout
- Print remittance advice
- Print customer statement

Changes to examination

- Examination time 1 hour 30 minutes
- Reading time 5 minutes

Changes to Level 3 Computerised Accounts

- Nothing has been removed

Additions to Level 3 Computerised Accounts

- Bank reconciliation statement

Changes to examination

- Reading time 5 minutes

4. Business Finance (8990)



Level 1 Business Finance

- Provides an introduction to numerical and financial skills used in the workplace
- Focus on the business application of numerical skills
- The essential skills of Commercial Numeracy are retained as they relate to a business context

Level 1 Business Finance

- Assessment will have a financial bias (e.g. calculations of invoices, payroll calculations)
- Test of knowledge over syllabus assessed by:
 - 10 short answer questions
 - Application of knowledge tested in
 - 4 longer tasks
- Forms for completion will be provided on the examination paper

Level 1 Business Finance

- The following scenarios will be used to assess application of numerical skills and understanding of business finance
 - Calculations involving prices, price extensions, discounts sales tax in the context of orders
 - Job costs or estimates involving materials, labour costs and expenses
 - Calculation of gross and net pay and cash analysis
 - Graphical representation of performance indicators (e.g. sales, customer complaints)

Level 2 Business Finance

- Concerned with the application of numerical skills to management information for planning and control
- Candidates expected to use raw data and present it as useful information in contexts of:
 - Budgets
 - Costing
 - Stock control and valuation
 - Credit control
 - Performance indicators

Level 2 Business Finance

- Some technical understanding of accounting, finance and costing is required in addition to numeracy
- The assessment will be largely mechanical involving the preparation of information and completion of forms
- Some ability to interpret results will be required but the focus is on preparing information for management

Level 3 Business Finance

- Continues with application of numerical skills but with a focus on providing information in a form suitable for decision making and problem solving by management
- Typical tasks assessed will include:
 - Allocation, apportionment and absorption of overhead costs
 - Variance analysis in standard costing
 - Marginal costing
 - Break-even
 - Capital investment appraisal

Level 3 Business Finance

- Some of the technical areas of Cost and Management Accounting retained
- Addition of techniques involved in providing information for management decision making and problem solving
- Candidates will be expected to interpret and analyse information and make recommendations
- Communication skills may be tested through presentation of findings by memoranda, short reports, charts, tables, graphs

5. Book-keeping and Accounts (8991)



Changes to Level 1 Book-keeping and Accounts

- Removal of:
 - Short written questions
 - Trading, profit and loss accounts
 - Balance sheets
- Mapped to National Occupational Standards for Accounting

Additions to Level 1 Book-keeping and Accounts

- Day books
- Calculations – sales tax and purchase tax
- Calculations – trade discounts and settlement discounts
- Three column cashbook
- Sales and purchase returns
- Preparation and checking of source documents, plus other business documents and forms
- Greater emphasis on completion of source documents and checking information for errors in calculation

Changes to examination

- Larger number of tasks
- Scenario based
- Completion on the prepared exam paper

Changes to Level 2 Book-keeping and Accounts

- Removal of:
 - Conventional trading, profit and loss accounts
 - Conventional balance sheet
- Mapped to National Occupational Standards for Accounting

Additions to Level 2 Book-keeping and Accounts

Extended trial balance with adjustments for:

- accruals
- prepayments
- bad debts
- doubtful debts
- depreciation
- closing stock

Additions to Level 2 Book-keeping and Accounts

Accounting for capital expenditure and depreciation

- ability to distinguish capital and revenue expenditure
- preparation of ledger accounts for depreciation

Year end adjustments

- ledger accounts for accruals and prepayments
- ledger accounts for bad and doubtful debts
- journal adjustments
- preparation of a trial balance (from one that is initially incorrect)

Changes to examination

- Larger number of tasks
- Scenario based
- Completion on the prepared exam paper
- Major task will be the completion of an extended trial balance

Changes to Level 3 Book-keeping and Accounts

- Removal of:
Cash flow forecasts
- Mapped to National Occupational Standards for Accounting

New Level 3 syllabus

- Emphasis will be placed on the completion of different aspects of final accounts for a range of organisations rather than, for example, three balance sheets covering partnerships, limited companies and clubs and societies.

Level 3 Book-keeping and Accounts examination

- Larger number of tasks
- Completion on the prepared exam paper
- Less repetition of tasks allowing for greater testing of understanding

6. Support materials



Support materials

- Qualification handbook
- Sample papers
- Examination Support Guide
- FAQs
- Downloadable from www.cityandguilds.com

7. Plenary



Further details

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