



QUALIFI

SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE

QUALIFI ASSESSMENT DOCUMENT

| | |
|------------------------|--|
| Qualification | Qualifi Level 4 Diploma in Business Management |
| Qualification No (RQF) | 601/6048/2 |
| Unit Name | Financial Awareness |
| Unit Reference | BUS 1.3 |
| No of Credits | 20 Credits |

Introduction

Prior to attempting this coursework assignment, Learners must familiarise themselves with the following policies:

- Centre Specification
 - Can be found at <https://qualifi.net/qualifi-level-4-certificate-in-business-management/>
- Qualifi Quality Assurance Standards
- Qualifi Quality Policy Statement

Plagiarism and Collusion

In submitting the assignment Learner's must complete a statement of authenticity confirming that the work submitted for all tasks is their own. The statement should also include the word count.

Your accredited study centre will direct you to the appropriate software that checks the level of similarity. Qualifi recommends the use of <https://www.turnitin.com> as a part of the assessment.

Plagiarism and collusion are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution.

Collusion occurs when two or more learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence

Please familiarise yourself on Qualifi's Malpractice and Maladministration policy, where you can find further information

Referencing

A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used.

The learner must use an appropriate referencing system to achieve this. Marks are not awarded for the use of English; however, the learner must express ideas clearly and ensure that appropriate terminology is used to convey accuracy in meaning.

Qualifi recommends using Harvard Style of Referencing throughout your work.

Appendices

You may include appendices to support your work, however appendices must only contain additional supporting information, and must be clearly referenced in your assignment.

You may also include tables, graphs, diagrams, Gantt chart and flowcharts that support the main report should be incorporated into the back of the assignment report that is submitted.

Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment, in accordance of Harvard Style Referencing, and referenced at the end of the assignment.

Confidentiality

Where a Learner is using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion.

Where confidentiality is an issue, Learners are advised to anonymise their assignment report so that it cannot be attributed to that particular organisation.

Word Count Policy

Learners must comply with the required word count, within a margin of +10%. These rules exclude the index, headings, tables, images, footnotes, appendices and information contained within references and bibliographies.

When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

Submission of Assignments

All work to be submitted on the due date as per Centre's advice.

All work must be submitted in a single electronic document (.doc file), or via Turnitin, where applicable.

This should go to the tutor and Centre Manager/Programme Director, plus one hard copy posted to the Centre Manager (if required)

Marking and grades

Qualifi uses a standard marking rubric for all assignments, and you can find the details at the end of this document.

Unless stated elsewhere, Learners must answer all questions in this document.

Assignment Question

Scenario

Learners may use their own employment context to write an assignment based on assessment tasks. Assessment tasks are learning outcomes of the unit associated with Assessment Criteria. You are required to generate sufficient evidence on assessment criteria to meet learning outcomes of the unit within the rules, regulations and standards to achieve credits of the unit. If you are not in employment, please use the following scenario.

Consider you are working as a Financial Manager of a small-medium sized private limited organisation, which deals with its customers all over the world to sell its products and services. Your role includes Financing decisions which are mainly concerned with the acquisition of funds to be used for investing and financing day-to-day business operations. In the role of financial manager, you are evaluating the financial condition, business operations and the performance of the company by considering performance indicators of an industry and ensure that shareholders' interest is protected all the times. You are given a task by Directors to critically evaluate, investigate, and examine the financial systems, processes and procedures of the company and suggest improvement of the financial position of the company. Therefore, prepare a report based the following 3 tasks that will help Directors to set long-term strategic plan.

NOTE: Previous two years accounts are in the Appendix.

Task 1 – 600 words

Explore the nature and use of financial information.

1.1: Discuss the need for financial information, its purpose, limitations and the main stakeholders interested in the information.

1.2: Identify accounting arrangements and conventions used by organisations.

Assessment Criteria

1.1: Discuss the need for financial information, its purpose, limitations and the main stakeholders interested in the information.

1.2: Identify accounting arrangements and conventions used by organisations.

Task 2 – 850 words

Investigate the principles and standards used to produce accounting and financial information

2.1: Explain how accounting frameworks and regulation influence accounting and financial arrangements.

2.2: Explain the uses of published financial information.

2.3: Explain how an organisation uses management accounting practices.

Assessment Criteria

2.1: Explain how accounting frameworks and regulation influence accounting and financial arrangements.

2.2: Explain the uses of published financial information.

2.3: Explain how an organisation uses management accounting practices.

Task 3 – 550 words

Examine financial commentary that interprets and analyses published financial information.

3.1: Explain the main items commented on and explain their importance.

3.2: Identify trends in published accounting information.

Assessment Criteria

3.1: Explain the main items commented on and explain their importance.

3.2: Identify trends in published accounting information.

| | Distinguished | Excellent | Good | Proficient | Basic | Marginal | Unacceptable |
|---|--|---|---|---|--|--|--|
| Criteria | 80+ | 70 | 60 | 50 | 40 | 30 | 0 |
| Content (alignment with assessment criteria) | Extensive evaluation and synthesis of ideas; includes substantial original thinking | Comprehensive critical evaluation and synthesis of ideas; includes coherent original thinking | Adequate evaluation and synthesis of key ideas beyond basic descriptions; includes original thinking | Describes main ideas with evidence of evaluation; includes some original thinking | Describes some of the main ideas but omits some concepts; limited evidence of evaluation; confused original thinking | Largely incomplete description of main issues; misses key concepts; no original thinking | Inadequate information or containing information not relevant to the topic |
| Application of Theory and Literature | In-depth, detailed and relevant application of theory; expertly integrates literature to support ideas and concept | Clear and relevant application of theory; fully integrates literature to support ideas and concepts | Appropriate application of theory; integrates literature to support ideas and concepts | Adequate application of theory; uses literature to support ideas and concepts | Limited application of theory; refers to literature but may not use it consistently | Confused application of theory; does not use literature for support | Little or no evidence of application of theory and relevant literature |
| Knowledge and Understanding | Extensive depth of understanding and exploration beyond key principles and concepts | Comprehensive knowledge and depth of understanding key principles and concepts | Sound understanding of principles and concepts | Basic Knowledge and understanding of key concepts and principles | Limited and superficial knowledge and understanding of key concepts and principles | Confused or inadequate knowledge and understanding of key concepts and principles | Little or no evidence of knowledge or understanding of key concepts and principles |
| Presentation and Writing Skills | Logical, coherent and polished presentation exceeding expectations at this level; free from errors in mechanics and syntax | Logical, coherent presentation demonstrating mastery; free from errors in mechanics and syntax | Logical structure to presentation; makes few errors in mechanics and syntax which do not prohibit meaning | Orderly presentation; minor errors in mechanics and syntax | Somewhat weak presentation; errors in mechanics and syntax may interfere with meaning | Confused presentation; errors in mechanics and syntax often interfere with meaning | Illogical presentation lacking cohesion; contains significant errors that interfere with meaning |
| Referencing | Advanced use of in-text citation and references | Mastery of in-text citation and referencing | Appropriate use of in-text citation and referencing | Adequate use of in-text citation and referencing | Limited use of in-text citation and referencing | Inadequate use of citation and referencing | Little or no evidence of appropriate referencing or use of sources |

Instructor's Comments

Directions:

1. For each of the criteria listed in the first column, circle one box in the corresponding column to the right which best reflects the student's work on this particular assessment activity (e.g., project, presentation, essay).
2. Provide specific feedback to a student about each of the criteria scores he/she earned by writing comments and suggestions for improvement in the last row titled "Instructor's comments."
3. To arrive at a mark, total the boxes and divide by 5 to arrive at final mark.

Example:

| | Distinguished | Excellent | Good | Proficient | Basic | Marginal | Unacceptable |
|-------|---------------|-----------|-------|------------|-------|----------|--------------|
| Range | 80-100 | 70-79 | 60-69 | 50-59 | 40-49 | 35-39 | 0-34 |

| Criteria | Score |
|--------------------------------------|--------------------------|
| Content | 50 |
| Application of Theory and Literature | 40 |
| Knowledge and Understanding | 50 |
| Presentation/Writing Skills | 40 |
| Referencing | 40 |
| Total Score | 220/5 = 44, Basic |

Appendix:

| Balance Sheet December 31st | | |
|--|-----------------|-----------------|
| | 2016 (£) | 2017 (£) |
| Assets | | |
| Cash | 2,000 | 4,500 |
| Accounts receivable (net) | 2,000 | 6,500 |
| Inventory | 2,000 | 5,000 |
| Property, plant, and equipment (net) | 20,000 | 35,000 |
| Other assets | 4,000 | 5,000 |
| Total assets | £30,000 | £56,000 |
| Liabilities and Stockholders' Equity | | |
| Accounts payable | 2,500 | 3,000 |
| Notes payable | 1,500 | 4,000 |
| Bonds payable | 10,000 | 30,000 |
| Common stock, £1 par value | 1,000 | 3,000 |
| Additional paid-in capital | 9,000 | 9,000 |
| Retained earnings | 6,000 | 7,000 |
| Total liabilities and stockholders' equity | £30,000 | £56,000 |
| | | |
| | | |
| Income Statements For the Year Ended December 31, | | |
| | 2016 (£) | 2017 (£) |
| Net sales | £ 53,000 | £ 86,000 |
| Costs and expenses | | |
| Cost of goods sold | 37,000 | 61,000 |
| Selling expenses | 7,000 | 10,000 |
| Administrative expenses | 4,000 | 5,000 |
| Total costs and expenses | £48,000 | £76,000 |
| Income from operations | 5,000 | 10,000 |
| Interest expense | 1,400 | 3,200 |
| Income before income taxes | £3,600 | £6,800 |
| Income taxes | 1,800 | 3,400 |
| Net income | £1,800 | £3,400 |



HEAD OFFICE

7 Acorn Business Park
Commercial Gate, Nottingham
Nottinghamshire
NG18 1EX

LONDON OFFICE

Golden Cross House
8 Duncannon Street, London
WC2N 4JF
info@qualifi.net

Copyright 2019 Qualifi Ltd