



**Institute for Apprenticeships
& Technical Education**

Legal, Finance and Accounting: Accountancy

**T Level outline content: draft final
version**

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Assistant Accountant	

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Introduction

Outline content

This outline content has been produced by [T Level panels](#) of employers, professional bodies and providers, and is based on the same standards as those used for apprenticeships. The outline content will form the basis of the specifications for T Level Technical Qualifications, which will be developed by awarding organisations for approval by the Institute for Apprenticeships and Technical Education. One awarding organisation will be appointed to develop and deliver each Technical Qualification following a procurement process.

Colleges and other education and training providers will decide how to structure the T Level courses they offer, based on the qualification specifications. This will enable them to deliver the study programme's mandatory components in the most effective way for students.

A T Level programme consists of a Technical Qualification, substantial industry placement, English and maths, and other occupation-specific requirements where essential for entry to skilled employment. This outline content relates solely to the Technical Qualification part of a T Level programme.

Further information about T Levels is available on the website of the Institute for Apprenticeships and Technical Education here: www.instituteforapprenticeships.org, and at www.education.gov.uk.

Legal, Finance and Accounting: Accountancy

Awarding organisations will need to ensure that students have an up-to-date knowledge of the legal and regulatory obligations relating to employment in the occupations relevant to the T Level, and understand the practical implication of these on their work.

Maths, English and digital skills are set out in a separate annex. Awarding organisations should integrate these within the qualification so that they are applied in occupationally relevant contexts.

Core content

The core content relates to the whole route 'route core', and the pathway that the Technical Qualification covers 'pathway core'. The core knowledge and understanding is assessed through an examination and core skills through a practical employer-set project.

The core knowledge and understanding focuses on the students' knowledge and understanding of contexts, concepts, theories and principles relevant to the T Level. This could include, where appropriate, assessment of knowledge and understanding relevant to the route and the pathway.

The employer-set project provides the opportunity to develop and apply a minimum range of core skills important for employability. The allocation of content to each type of assessment will need to be approved by the Institute for Apprenticeships and Technical Education.

Core knowledge and understanding across Legal, Finance and Accounting Route

Please note references to 'business' and 'business organisations' are terms used throughout the outline content which are intended to be inclusive and encompass various types of establishments such as private, public, voluntary, sole trader, partnership, limited company, startup, franchises, international, etc.

Element	Content
The Business Environment	<ul style="list-style-type: none"> • The role of business in society • The types of business organisations private, public and voluntary including: <ul style="list-style-type: none"> • An understanding of common business models, structures, operations, and functions, and the roles within these enterprises including: <ul style="list-style-type: none"> • An understanding of the standard types of business models, structures, key operational areas, functions and roles within businesses, commercial organisations, and enterprises, their purposes, legislative, regulatory, operational frameworks, main differences, and potential implications within straightforward legal, financial and accounting contexts • Business models, including: <ul style="list-style-type: none"> • A general understanding of how these differences have financial, legal, reputational, management, organisational, commercial, procurement and supply, taxation-related, and market, profit and growth-related implications in legal, financial and accounting contexts • Companies Acts and their purpose, including: <ul style="list-style-type: none"> • Purpose and key elements of the Articles of Association • Company directors' duties, including an obligation to promote the success of the company, to consider the community and the environment, the interests of employees, and to be fair to shareholders • Rights of indirect shareholders • Penalties and other implications of non-compliance • Tax – UK tax laws – personal (payroll, employment and pensions), business related taxes, including an understanding of: <ul style="list-style-type: none"> • The basis of taxation: Direct and Indirect • The key taxes in the UK, including devolved and regional taxes • Tax legislative cycle and how new tax law is formed

Element	Content
	<ul style="list-style-type: none"> • The role and interaction of case law – internal and external customers/clients, including an understanding of: <ul style="list-style-type: none"> • The different types of stakeholders and their differing needs • Confidentiality issues • Public sector organisational structure and culture <ul style="list-style-type: none"> • A general understanding of the role of the public sector in delivering services • An understanding of the similarities and differences between the public and private sector, including an understanding of the ideas of ‘accountability’ and ‘public administration’ vs ‘public management’ • Funding and financial control aspects of the public sector including Central and Local Government, the NHS and other relevant bodies • The role of government in market failures (e.g. the banking crisis) • The decision making process <ul style="list-style-type: none"> • The different types of decisions that occur in organisations, including decision making processes and models • Cost v financial and non-financial benefits, including public benefit • Ethics of decision making • The impact of organisation culture and social responsibility on decision making • The global business environment and role of financial markets in the economy • Fundamental business principles, concepts and practices within contemporary commercial contexts relevant to legal, financial and accounting, including: <ul style="list-style-type: none"> • An awareness of the profit motive, capital and labour, business and commercial objectives, priorities and contexts (i.e. markets, customers, competition and competitors, growth, ownership and management accountability structures, revenue, finance, profit, shares, shareholders, investors, staff, remuneration, and labour-related issues such as skills shortages, recruitment, incentives, promotion, training, development, unions, industrial action) • A basic understanding of legal frameworks, and of contractual principles and arrangements and their implications for legal, financial and accounting activities • Drivers of change

Element	Content
	<ul style="list-style-type: none"> • How organisations respond to change relevant to the sector, for example: <ul style="list-style-type: none"> • Political, ethical, social/demographic, technological, legal/regulatory and environmental
Careers within the legal, finance and accounting professions	<ul style="list-style-type: none"> • Roles and responsibilities of various professionals involved in the legal, financial and accounting sector and how those roles and responsibilities relate to and interact with each other, such as: <ul style="list-style-type: none"> • Authorised Persons, such as solicitor, barrister, CILEx (Chartered Institute Of Legal Executives), licensed conveyancer, licensed probate practitioner, and legal support staff such as a paralegal, conveyancing technician or probate technician (educational pathways) • Financial services advisor, risk analyst, insurance broker, commercial client relationship manager, mortgage advisor • Financial accounting, management accounting, financial management and payroll administrator • The different aspects of professional services - private practice and in-house e.g. public, commercial, voluntary, such as: <ul style="list-style-type: none"> • A private practice law firm owned by equity partners with employed staff, a limited liability partnership (a law firm where the partners have limited liability), a sole practitioner who works independently, sometimes with non-lawyer support personnel; an alternative business structure where professionals from different disciplines work together • Public sectors - departments in County Councils, NHS, Crown Prosecution Service, Government Legal Services • Commercial bodies - telecommunication companies, banks, E-commerce companies, Tech companies. • Voluntary organisations e.g. charities and universities • In finance and accounting specifically, retail and commercial banks, building societies, internet banks, investment banks, insurance companies and asset management firms • Routes to qualify as a legal, finance or accounting professional, such as: • Routes into the Legal profession vary according to roles, for example: <ul style="list-style-type: none"> • Barrister

Element	Content
	<ul style="list-style-type: none"> ▪ Degree route including conversion if necessary ▪ Professional qualification such as Bar Professional Training Course (BPTC)/Future Bar Training ▪ Pupillage • Solicitor, currently <ul style="list-style-type: none"> ▪ Degree route including conversion if necessary ▪ Legal Practice Course (LPC) ▪ Higher Apprenticeship • Legal Executive, Licensed Conveyancer or Licensed Probate Practitioner <ul style="list-style-type: none"> ▪ Professional qualifications ▪ Higher Apprenticeships ▪ Degree route followed by professional qualifications or a Higher Apprenticeship (L6 or L7) • Other legal professionals (working under the supervision of a qualified lawyer), such as individuals undertaking a L3 or L4 apprenticeship, or professional qualifications to become a Paralegal, a Cost Lawyer, a Conveyancing or Probate Technician • Routes into finance professions vary, there are a number of possible career choices which offer diverse opportunities in financial services, for example (but not limited to) banking, investment and wealth management, insurance, risk and compliance. Geographically wide-spread and in a wide-range of organisations, there are roles for finance professionals working in teams and/or on projects that deliver various aspects of an organisations business, including serving large multinational corporate customers, providing independent wealth planning for retail customers, conducting financial markets research, settling foreign exchange transactions in real-time, etc., for example, depending on the specialism: <ul style="list-style-type: none"> • Completion of professional qualifications through one of the professional bodies, plus relevant work experience to qualify to practice as e.g. Financial Services Customer Advisor such as Mortgage Adviser (Level 3), Financial Services Administrator i.e. Insurance professional (Level 3 and Level 4) • Higher Apprenticeships e.g. Actuarial technician (Level 4), Financial Adviser (Level 4 Diploma),

Element	Content
	<p>Paraplanner, Investment Operations specialist (Level 4)</p> <ul style="list-style-type: none"> • Progression to graduate entry (Level 6/7) professional/senior professional certification e.g. Actuary, Economist, Financial Services, Insurance, Investment and commercial Banking, Compliance and Risk • Routes into the accounting profession vary according to roles (e.g. an actuary or accountant) in accountancy, payroll, taxation, audit and bookkeeping, for example: <ul style="list-style-type: none"> • Accounting technician / bookkeeper through an apprenticeship at Level 3 or Level 4 • Chartered Accountant through completion of professional examinations with one of the professional accountancy bodies plus 36 months of relevant work experience. Progression to this from technician / bookkeeper or graduate entry • Specialist services e.g. payroll, tax, audit, actuary where entry is at various levels with the requirement for specialist examinations plus relevant work experience or an apprenticeship at Level 3, Level 4, Level 5 and Level 7, depending upon the specialism • Role of legal, financial and accounting functions within different private, public etc. organisations
Regulation	<ul style="list-style-type: none"> • The role of Regulators and their purpose and authority as licensing bodies, for example: <ul style="list-style-type: none"> • Solicitor’s Regulatory Authority (SRA) - “Looking to the Future” deregulation agenda - changes are being introduced, on a phased basis from 2020 • Chartered Institute of Legal Executives (CILEx), • Bar Standards Board (BSB) • Financial Conduct Authority (FCA); Prudential Regulation Authority (PRA), Financial Reporting Council (FRC) and the Pensions Regulator (TPR) • The types of regulatory requirements that govern professional services and customer/client engagement, including: <ul style="list-style-type: none"> • Understanding the difference between information versus advice • Regulated versus non-regulated products

Element	Content
	<ul style="list-style-type: none"> • Regulatory safeguards to protect the interests of users of legal, financial and accounting services • Financial crime and associated legislation including Anti-Money Laundering • Impact of regulatory change on the profession, case studies on, for example: <ul style="list-style-type: none"> • Confidentiality clauses • Data protection • Money laundering • Finance examples: the financial crisis and the focus on conduct; introduction of Financial Conduct Authority (FCA); case study of Payment Protection Insurance (PPI)
Professionalism and Ethics	<ul style="list-style-type: none"> • Professional conduct in the workplace <ul style="list-style-type: none"> • An understanding of professional conduct and responsibilities in the workplace, and in different legal, financial and accounting contexts, including: <ul style="list-style-type: none"> • Own role, responsibilities and scope, relationship to others, organisational structure, accountabilities and inter-dependencies, professional conduct and reputation, for example: <ul style="list-style-type: none"> • Duty of confidentiality versus duty of disclosure • Duty not to abuse position as a qualified professional • The different regulatory frameworks and standards, for example: <ul style="list-style-type: none"> • Codes of conduct for the individual, organisation and professional • Client confidentiality • Rules of confidentiality and consistency in its interpretation • Ethical standards and the need to observe these at all times • Ethical dilemmas for the individual, organisation and professional, including: <ul style="list-style-type: none"> • An understanding of reputation, ethics, personal, professional, and wider, responsibilities which apply in the workplace, in commercial settings, and in different legal, financial and accounting contexts such as:

Element	Content
	<ul style="list-style-type: none"> • Expectations about professional conduct, behaviours and attitudes, their purpose and value; the importance of respectful behaviour, ethical decision-making, personal agency, organisational contexts, appropriate social interaction in different contexts for example formal, professional), sanctions for misconduct include a warning, a fine, suspension from practice and disbarment • Governance of organisations <ul style="list-style-type: none"> • Agency theory • The role of the board • Corporate governance in the UK • Social purpose and responsibilities of legal, financial and accounting professionals, examples of corporate responsibility • The importance of maintaining professional competence • Professional scepticism including an awareness of the need for a questioning attitude and robust challenge, where appropriate
Security and risk	<ul style="list-style-type: none"> • The importance of maintaining privacy and confidentiality of company information, as well as that of clients and colleagues and the difficulties that may arise if these conflict with a duty of disclosure • Processes and protocols used to ensure internet security including cyber, such as: <ul style="list-style-type: none"> • Moving IT processing and data to servers located outside a (law) firm • Encryption of files and emails • Keeping protection software up-to date • How to deal with suspicious emails and attachments • Use of insecure internet connections • Personal Data Governance and Protection, for example: <ul style="list-style-type: none"> • Current data protection and impact on data management • Payment Services Directive • Different types of risk and how they may be identified, managed and mitigated, for example: <ul style="list-style-type: none"> • Conduct risk • Fraud prevention

Element	Content
Equality, diversity and inclusion	<ul style="list-style-type: none"> • An understanding of equality, diversity and inclusion requirements, this includes understanding current relevant legislation e.g. Equality Act 2010, Human Rights Act 1998, including: <ul style="list-style-type: none"> • An understanding of the nature and value of professional responsibilities which apply in the workplace; and, different legal, financial and accounting contexts, relating to equality, access and inclusion • An understanding of fairness, respect and dignity; the value of cooperative practices and empathy; personal and collective responsibilities; personal needs and requirements and the needs and requirements of others; the general principles of good practice in equality, access and inclusion, and their value, as well as obligations in these areas • Equality and diversity in the workplace, including: <ul style="list-style-type: none"> • Protected characteristics • Vulnerable clients • Unconscious bias
Professional Services	<ul style="list-style-type: none"> • The role of third party professionals/professional services in the provision of professional services, for example: <ul style="list-style-type: none"> • Insurers • Lenders • Experts • Professional indemnity, its purposes and limitations, including how Professional Indemnity Insurers impose their requirements and the impact of a bad record on premiums • Standards of service and Service Level Agreements (SLAs), including the importance of working within the scope of the engagement and meeting delivery requirements
Fundamentals of Law	<ul style="list-style-type: none"> • Relevant legislation and common law impacting upon legal, financial and accounting professions, for example Business Law and Contract Law • The operation of the legal systems in the devolved nations as appropriate • The role of the courts, tribunals and parliament in the development of law

Element	Content
	<ul style="list-style-type: none"> • Customer protection under the law, for example Consumer Rights Act 2015 • The impact of law from international sources, for example European Law
Fundamentals of Financial Accounting	<ul style="list-style-type: none"> • Different types of financial data, their origins and reliability and how they are presented including: <ul style="list-style-type: none"> • An understanding of elementary financial principles, concepts and practices: <ul style="list-style-type: none"> • The importance of finance in business • A variety of elements within a set of financial accounts • A range of basic accounting and finance techniques and using them in context • Key considerations and issues for running commercial enterprises and projects, sources of finance, management of money, transactions, revenue, profit and loss, cash flow, solvency, and effective business and commercial practices, performance, and opportunities • How this content links to relevant accounting, bookkeeping, and business mathematics requirements
Technology	<ul style="list-style-type: none"> • An awareness of: <ul style="list-style-type: none"> • Digital and emerging technology and associated benefits, risks and potential new services e.g. in relation to strengths and weaknesses of automated case management and commoditisation of professional services • Digital transformation for example the process that begins by transforming an organisation including the latest digital technologies, predictive analytics, business process management (BPM) and crowd computing • How the changes in technology and data or digital concepts will be used in the context of Legal, Finance and Accounting • Contemporary digital tools and software including: <ul style="list-style-type: none"> • Electronic filing of documents for example Companies House, Tax returns • Digital case/document/management systems (procedure and compliance) • Automation of processes

Element	Content
	<ul style="list-style-type: none"> • Analysis (information and data) • Robotics, sensors • The latest advances in Financial technology (Fintech) which seeks to innovate, improve and automate the delivery and use of financial services through the use of artificial intelligence, predictive analytics, business process management (BPM), crowd computing and block chain • How roles and capabilities required are evolving, such as: <ul style="list-style-type: none"> • Legal technology companies are offering Online Dispute Resolution (ODR) e.g. platforms which will broaden access to justice and resolve disputes more quickly and cheaply, commoditisation of legal services using technology, (as in conveyancing and insurance) • Roles and capabilities in financial services, such as the use of Artificial Intelligence (AI) and data science • Digital awareness and advocacy • The increase in alternative investment opportunities, for example crowdfunding and angel investing
Data driven innovation/ analytics and design thinking	<ul style="list-style-type: none"> • An awareness of: <ul style="list-style-type: none"> • Data architecture • Defining data architecture and its layers and recognising trends, including an understanding of how data flows and is processed across an organisation's IT systems and the application of data governance systems • The key requirements of a data governance framework including a formal set of rules, policies, standards and models to govern and define the type of data collected and how it is used, stored, managed and integrated within an organisation and its database systems • Understanding and driving value from Big Data, for example the different sources, volume, velocity and complexity of data and how to gain commercial insights whilst appreciating its' limitations • Reporting and Analytics <ul style="list-style-type: none"> • Different types of analytics and principles of data analysis methods and the tools used to analyse data

Element	Content
	<ul style="list-style-type: none"> • The impact that technology has on how analysis is performed • Visualisation tools and software • Understand the history of reporting and how it is progressing to more visual and insightful tools including: <ul style="list-style-type: none"> • The main visualisation tools and when they are best used compared to alternatives
Research skills	<ul style="list-style-type: none"> • The breadth of sources of knowledge • Reliability and accuracy of sources including an understanding of: <ul style="list-style-type: none"> • How to plan research including an awareness of different perspectives • The appropriate research methods to use including primary and secondary, qualitative and quantitative • The reliability and validity of a range of information sources including fact, opinion and bias • The appropriate use of information, plagiarism, paraphrasing and summarising • Bibliographies and referencing in legal, financial and accounting contexts
Project/Change Management and Administration	<ul style="list-style-type: none"> • Project and change management approaches in legal, financial and accounting contexts, including an awareness of: <ul style="list-style-type: none"> • How projects are defined, structured, reported on, and measured (e.g. GANTT charts) and technology used. • The roles, responsibilities, structure and management of relevant personnel in project and change management practices • Project and change management planning and control • Quality, cost and time, and their implications • Records and reporting • How to support and improve projects through research, evidence and evaluation methods

Core knowledge and understanding across Accountancy pathway

Element	Content
Fundamentals of Financial Accounting	<ul style="list-style-type: none"> • Financial Accounting and Pensions Standards – who sets the standards and their purpose <ul style="list-style-type: none"> • Understanding of key International Financial Reporting Standards and International Accounting Standards • Identifying the key differences between International and UK Accounting Standards • Conceptual framework <ul style="list-style-type: none"> • Understanding definition of accounting elements under the conceptual framework • Understanding the importance of accounting concepts and conventions to the preparation of financial information • Understanding the qualitative characteristics of financial information as defined by the Conceptual Framework • Differences between financial management, financial accounting and management accounting <ul style="list-style-type: none"> • Financial Accounting relating to the preparation of historic financial information for external users outside of the business • Management accounting relating to employment of accounting techniques to assist the planning, decision-making and control within organisations • Financial management relating to the management and stewardship of the organisation’s assets • Purpose of primary financial statements <ul style="list-style-type: none"> • Understanding the different users of financial information inside and outside of the organisation • Acknowledging that under IAS1 financial statements are prepared for the benefit of investors and lenders in business • Understanding the different roles of the Income Statement, Statement of Financial Position, the State of Cash Flows and the Statement of Changes in Equity • Double entry principles and the accounting equation <ul style="list-style-type: none"> • Applying the principles of double entry bookkeeping to transform business transactions into accounting records • The transformation of ledger T accounts into an extended trial balance

Element	Content
	<ul style="list-style-type: none"> • The transformation of the extended trial balance into an Income Statement and Statement of Financial Position • Importance of judgement in accounting, payroll and finance <ul style="list-style-type: none"> • Understanding that accounting standards permit a number of different accounting policy needs to be adopted by organisations which are adopted at managements discretion • Understanding that certain accounting transactions are inherently subject to estimates, for example provisions for environmental damage and damages arising from legal action • Professional scepticism within the overall purpose of being alert to any possible misstatement of factual information due to error or fraud <ul style="list-style-type: none"> • That auditors should be conscious to maintain independence in mind and in appearance • That auditors should maintain a questioning mind and remain professionally sceptical of information and explanations provided by clients • That misstatements may arise due to error or fraud and that auditors should remain alert to the principal fraud risks and continue to assess the incentives, pressures, and opportunities to commit fraud • An understanding of key stakeholders and their roles across different business functions and types of organisations • Ethical responsibility, including: <ul style="list-style-type: none"> ○ Compliance, regulatory and legal standards and their application ○ Identification and reporting of suspected or confirmed fraud and impact on other functions ○ Understanding of areas that are most prone to fraud e.g. payments processing

Employer-set project

The employer-set project ensures students have the opportunity to combine core knowledge and skills to develop a substantial piece of work in response to an employer-set brief. The employer-set project forms part of the Technical Qualification and is a separate part of the T Level programme to the Industry Placement.

To ensure consistency in project scope and demand, awarding organisations will develop assessment objectives, which require students to:

- plan their approach to meeting the brief
- apply core knowledge and skills as appropriate
- select relevant techniques and resources to meet the brief
- use maths, English and digital skills as appropriate
- realise a project outcome and review how well the outcome meets the brief

The awarding organisation will work with a relevant employer or employers, to devise a set brief that:

- ensures a motivating starting point for students' projects, for example, a real-world problem to solve
- ensures students can generate evidence that covers the assessment objectives
- is manageable for providers to deliver
- is officially approved by the awarding organisation and employer

For Accountancy, in achieving the assessment objectives and meeting the brief, students must demonstrate the following core skills:

- **Research and analyse using primary and secondary sources**

For example

- *undertake background research a company and its financial performance*

- **Work independently and collaboratively with others as part of a team**

For example

- *complete a task within deadline*

- **Problem solve determining and utilising different investigation techniques**

For example

- *demonstrate a level of professional scepticism using data analytics and historical information*

- **Communicate effectively, articulating the problem and potential solutions**

For example

- *demonstrate an awareness of audience and the need for confidentiality and security considerations*

Occupational Specialist Content

Specialist content is structured into different occupational specialisms, which correspond to the apprenticeship standards listed on the relevant occupational map. Occupational specialisms ensure students develop the knowledge and skills necessary to achieve a level of competence needed to enter employment in the occupational specialism, and are organised around 'performance outcomes' that indicate what the student will be able to do, as a result of learning and applying the specified knowledge and skills.

Occupational Specialism: Assistant Accountant

Performance Outcome 1: Produce and analyse a trial balance

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Recognise the role of the trial balance in the final statement through an understanding of:</p> <p>Double entry principles and application</p> <p>The ledger system, and books of prime entry, including:</p> <ul style="list-style-type: none"> • Purchase ledger • Sales ledger • Nominal ledger • Cashbook <p>Control procedures and the correction of errors, including the posting of corrections using double entry journals</p> <p>Format and content of the trial balance</p>	<p>Produce an initial trial balance applying the principles and techniques of double entry bookkeeping for recording and processing financial data to feed into the preparation of the primary financial statement for review</p> <p>Complete control account reconciliations</p> <p>Analyse the initial trial balance for completeness and accuracy including recording and processing of adjustments and correction of errors as appropriate in order to produce a final trial balance</p> <p>Produce reports using contemporary digital tools including trial balance, nominal activity reports, aged debtor and creditor listings for review</p>

Knowledge specific to Performance Outcome

Skills specific to Performance Outcome

Understanding of key accounting elements, including an understanding of:

- Assets and liabilities (current and non-current)
- Income
- Expenses
- Equity (including types of reserves) and
- Capital

An awareness of key concepts including prepayments and accruals, going concern and prudence

Contemporary digital tools for financial statements including accounting packages

Performance Outcome 2: Prepare primary financial statements

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Application of Accounting Standards</p> <p>Primary financial statements, for example:</p> <ul style="list-style-type: none"> • Statement of financial position • Income statement • Cash flow statements • Statement of changes in equity <p>Content, format and layout of primary financial statements for different entities including sole trader, partnership, limited company, not for profit</p> <p>Contemporary digital tools for financial statements including accounting packages</p>	<p>Use contemporary digital tools to produce primary financial statements for sole trader, partnerships and limited companies</p> <p>Calculate accounting estimates, reporting period or year-end adjustments, including depreciation, accruals and provisions and post to accounts</p> <p>Evaluate completeness and quality of source data</p> <p>Analyse errors and identify remedial activity</p>

Performance Outcome 3: Analyse business performance and present results

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of the usefulness and limitations of ratio analysis and its application in the areas of liquidity, profitability, efficiency and investment</p> <p>An awareness of the purpose of forecasting</p> <p>Cost and management accounting concepts and techniques and their application to different business situations, including:</p> <ul style="list-style-type: none"> • the development of cash flow forecasts • the preparation of budgets • internal management accounts for performance reporting <p>An awareness of the concept and value of “Big Data” and data analytical tools including artificial intelligence and machine learning</p> <p>An awareness of the links between financial data, business plans and strategy</p>	<p>Perform ratio analysis, interpret the results of calculations and present findings and recommendations in order to support decision making on the strength and adaptability of a business</p> <p>Produce cash flow forecasts to support a business to effectively plan its cash position for review</p> <p>Produce budgetary plans, using appropriate cost and management accounting concepts and techniques for review</p> <p>Calculate variances and make recommendations to support business decision making</p> <p>Identify trends/changes from “Big Data” and assess the impact on a business</p> <p>Use data analytic technology to carry out an analysis of business performance to support decision-making</p>

Performance Outcome 4: Prepare computations for business and personal taxes

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of UK tax system and contributions of individual taxes to total receipts including i.e key taxes that are levied in the UK and the contribution of those taxes to the Exchequer</p> <p>An overview of the Finance Act Process and the importance of case law i.e. the timescale (finance bill and finance act)</p> <p>The key stages in the development of each finance act; the importance of case law in implementation of tax policy</p> <p>Introduction to Business Tax, including:</p> <ul style="list-style-type: none"> • The fiscal year • the proforma tax computation and the calculation of Total Tax Payable and the different sources of income • Identification of the Chargeable Accounting Period • Rates of tax payable, calculating the tax liability and due date for payment • the Badges of Trade and concept of wholly and exclusively • Trading Profits Computation • commonplace Disallowable Expenditure • Calculation of Plant and Machinery Allowances 	<p>Under supervision:</p> <p>Adjustments to profits including</p> <ul style="list-style-type: none"> • Computation of capital allowances and identification of disallowed expenditure such as disallowable legal and professional, entertaining, gifts and general provisions <p>Corporation Tax</p> <ul style="list-style-type: none"> • Compute tax due for a single trade limited company which includes dividend income using appropriate software <p>VAT</p> <ul style="list-style-type: none"> • Identify taxable and exempt supplies • Calculate VAT payable using appropriate software <p>Customs Duty</p> <ul style="list-style-type: none"> • Calculate the Customs Duty Payable for imported goods where both Ad Valorem and Specific Customs duties are applied <p>Income Tax</p> <ul style="list-style-type: none"> • Compute tax due for an individual, considering income from employment, savings income, dividend income, the personal allowance

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>Introduction to Indirect Tax, including:</p> <ul style="list-style-type: none"> • Definition of a supply • Zero, Reduced, Standard rated and Exempt Supplies • Calculation of Output VAT and recoverable Input VAT <p>Introduction to customs duty</p> <p>An introduction to Personal Taxes, including:</p> <ul style="list-style-type: none"> • The fiscal year the proforma income tax computation and the calculation Tax Payable and the different sources of income • The difference between employed and self-employed • Income Tax rates • Digitisation of tax records • The Personal tax account • Filing deadlines, payment dates and penalties <p>An introduction to Evasion v Avoidance, including:</p> <ul style="list-style-type: none"> • The difference between evasion and avoidance; approaches to anti-avoidance responses, for example: <ul style="list-style-type: none"> • Construction Industry Scheme (CIS) • IR35 	<ul style="list-style-type: none"> • Explain an individual's compliance obligations regarding their personal tax liability <p>Conduct a review pre-submission of returns</p>

Performance Outcome 5: Prepare computations for payroll

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of the intrinsic links and differences between payroll and Finance, HR and Accounting</p> <p>An understanding of the application and administration of payroll in different organisations e.g. private, public, payroll bureau etc. / in-house and outsourced</p> <p>An understanding of statutory obligations including with different government departments</p> <p>An understanding of the differences between the self-employed, and employees and new types of employment (e.g. zero hours contracts) and how these differences impact for payroll purposes</p> <p>An understanding of the technical aspects of payroll including types of pay, for the accurate calculation of gross through to net pay. Statutory payments and deductions including Employment taxes Pay As You Earn (PAYE), which includes National Insurance (NI) Construction Industry Scheme (CIS), allowances, thresholds and rates</p> <p>An understanding of Tax codes and how Tax codes can be formed</p> <p>An understanding of benefits-in-kind</p>	<p>Under supervision:</p> <p>Compute gross salary through to net pay including statutory payments and deductions including voluntary deductions using appropriate software tools</p> <p>Review pre-submissions and complete returns (including FPS and EPS Real Time Information (RTI) returns, P11Ds and self-assessment tax returns) using appropriate software</p> <p>Analyse input and report on payroll-related data</p> <p>Analyse and interpret all stages of a payroll process to be able to identify and explain omissions, errors or factual information given on a payslip</p> <p>Explain the content of the payslip and how this is impacted by the employee's tax code</p> <p>Perform manual calculations in payroll including income tax</p> <p>Identify and respond to different customer/supplier needs and obligations including those for different government department</p>

Knowledge specific to Performance Outcome

Skills specific to Performance Outcome

Statutory payments including sick pay and maternity pay

An understanding of deductions from pay including student loan, pensions and Give As You Earn (GAYE)

Payments to HMRC

An awareness of the impact of devolution on payroll

An understanding of the pensions landscape as it affects payroll including knowledge of types of pension scheme, including:

- workplace pension schemes and structure,
- personal pension schemes, and
- state pension

Pensions Automatic Enrolment including key rules, roles and administration responsibilities

An understanding of documentation including payslips, P45, P60 and P11

An understanding of the information required on a payslip

An understanding of Real Time information (RTI)

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An understanding of employment law/rights (HR) including Social Security, pensions, equality, diversity working time, National Minimum Wage and those related to Benefits-in-Kind Taxation of savings and dividend income</p> <p>An awareness of gender pay gap reporting</p>	

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Performance Outcome 6: Conduct a risk based audit of systems and controls and present findings and recommendations

Knowledge specific to Performance Outcome	Skills specific to Performance Outcome
<p>An awareness of the audit and assurance framework including concepts, principles and rules</p> <p>An understanding of ethical standards for audit, including the importance of integrity, objectivity and independence within the audit process</p> <p>An understanding of the audit process with reference to:</p> <ul style="list-style-type: none"> • The control environment, including the role of internal audit. • The importance of materiality and its impact throughout the audit • Risk assessment and planning, including different types of procedures and tests. • Audit evidence and sampling • Audit completion and reporting • Data security and the client, including the importance of confidentiality for audit and the rules governing it 	<p>Under supervision:</p> <p>Apply professional scepticism (a questioning attitude) to all audit activities</p> <p>Identify key business and audit risks, applying audit and assurance concepts, principles and rules</p> <p>Identify appropriate audit procedures to test internal controls in a business environment</p> <p>Identify tests to verify key financial statement items including non-current assets, inventory, receivables, cash and payables</p> <p>Identify key audit issues arising from the audit process and make practical recommendations appropriate to the size and type of business</p> <p>Apply ethical standards to a practical scenario requiring decision making</p>