

Unit 001

Level 1 Award in Business Finance

Level: 1

Credit value: 3

Unit aims

The aim of the qualification is to enable the learners to establish numerical and presentational skills suitable for the competent completion of routine tasks in a wide range of organisations and to act as a foundation for future learning.

Learning outcomes

There are **three** learning outcomes to this unit. The learner will be able to:

1. apply numerical skills to business transactions
2. prepare and interpret business information
3. apply numerical skills to financial activities

Guided learning hours

It is recommended that **30** hours should be allocated for this unit. This may be on a full-time or part-time basis.

Details of the relationship between the unit and relevant national occupational standards

This unit is linked to the Level 2 NVQ in Accounting

Endorsement of the unit by a sector or other appropriate body (if required)

This unit is endorsed by the Financial Services Skills Council (FSSC).

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Communication
- Application of Number

Assessment and grading

This unit will be assessed by a one hour question paper, which will be externally marked.

The examination paper will take the format in section A of short answer questions testing numerical knowledge and skills and in section B pro-formas for completion including graphs, charts, tables and business documents testing application of understanding. All learning outcomes will be tested in every examination paper although details will vary between papers.