



NQC UAE NATIONAL QUALIFICATION/AWARD TEMPLATE

For use by developers of UAE national qualifications based on national occupational standards (Q+NOS)

1. General Profile of Qualification				
1.1	Title	Certificate 4 in Business Accounting		
1.2	Code	FIN04001NQ21		
1.3	Type	<input checked="" type="checkbox"/> Principal Qualification <input type="checkbox"/> Award		
1.4	Credit and duration	Credit value	68 credits	Duration 1020 hours
1.5	QF Emirates level	4		
1.6	Aim	The Certificate 4 in Business and Accounting program aims to provide learners with a broad understanding of a range of business environments. The qualification provides students with a wide range of courses to ensure that the students gain knowledge, hands-on and problem-based learning experiences that focus on the business skills required to succeed in the modern business world. In addition, the program equips students with the skills required to embrace creativity and innovation and sharpens their business skills to best serve the sector.		
1.7	Qualification outcomes	<p>Upon successful completion of this qualification, learners will be able to:</p> <ul style="list-style-type: none"> • Explain how internal and external factors affect business organisations • Explain the role of marketing in business • Communicate business information effectively • Run a project • Identify the importance of managing physical and technical resources • Examine the role creativity plays in entrepreneurship • Investigate the meaning and importance of ethics in business • Conduct double entry bookkeeping processes using manual systems • Extract a trial balance from accounting records, produce a Profit and Loss Account and Statement of Financial Position • Complete transaction and produce final reports using a computerised accounting system • Make adjustments to final accounts • Calculate break-even • Prepare and manage a cash flow forecast in a business • Use ratio analysis to review business performance 		
1.8	Functions	<input type="checkbox"/> Policy and strategy QF 9-10 <input type="checkbox"/> Managing QF 7-8	<input type="checkbox"/> Controlling QF 6 <input checked="" type="checkbox"/> Maintaining capability QF 4-6	
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		<input type="checkbox"/> Specifying QF 6-7	<input checked="" type="checkbox"/> Performing/carry out QF 1-4
1.9	Pathways/progression into other qualifications (if any)	Diploma in Business Administration - Code ADM05001NQ17 Diploma in Accounting - Code FIN05001NQ17	
1.10	Licensing/regulatory requirements (if any)	Enter (empty)	

2. Occupation and industry sector

2.1	ISCO title and code	Occupation title	Accounting Associate Professionals
		4-digit ISCO code	3113
2.2	Industry sector	Sector	C: Business, administration and financial services
		Sub-sector	C05: Business Services

3. Entry requirements for this qualification

3.1	Minimum requirements (if any)	Qualification(s) required for entry	None
		Other minimum requirements e.g. competence, experience	Successfully passing Grade 08
3.2	Advisory requirements (if any)	Recommended requirements	None

4. Rules of combination

4.1	The learner must successfully complete the following minimum number of credits			
	Unit type	Min. credits	Guidance on the rules of combination (if any)	
	Core (mandatory)	13		
	Stream (if any)	17		
	Optional (if any)	38		
	Total minimum qualification credits	68	A total of 68 unit credits must be completed.	
4.2	Core unit standards.			
	Title	Code	QF level	Credit value
	Understand Business Essentials II	BNS04042NU21	4	4
	Understand Business Essentials III	BNS04043NU21	4	5
	Develop a Capstone Project	ADM04022NU21	4	4

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Total number of credits from <u>core</u> unit standards to be completed			13 credits	
4.3	Stream unit standards			
	Title	Code	QF level	Credit value
	Understand Fundamentals of Accounting	BNS04049NU21	4	4
	Complete Computerised Accounting I	BNS04025NU21	4	3
	Complete Financial Accounting I	BNS04027NU21	4	4
	Undertake Accounting Practice	BNS04054NU21	4	2
	Complete Computerised Accounting II	BNS04026NU21	4	2
	Complete Financial Accounting II	BNS04028NU21	4	2
Total minimum number of credits from <u>stream</u> unit standards to be completed			17 credits	
4.4	Optional unit standards.			
	Title	Code	QF level	Credit value
	Create simple programming using different data structures	ICT03001NU21	3	5
	Identify the fundamentals of computer systems and networking.	ICT03002NU21	3	3
	Develop Creative Design Skills	ART03001NU21	3	4
	Write codes to perform basic tasks	ENG03023NU21	3	6
	Apply programming skills to solve real-world problems	ICT04001NU21	4	4
	Practice Programming Techniques for Artificial Intelligence and Machine Learning Application	ICT03003NU21	3	6
	Understand Business Assets	BNS04040NU21	4	4
	Understand Entrepreneurial Skills	BNS04046NU21	4	3
	Understand Ethics in the Workplace	BNS04047NU21	4	4
	Understand Personal Finance	BNS04051NU21	4	6
	Understand Business Essentials I	BNS04041NU21	4	6
	Develop a Business Idea	BNS04029NU21	4	3
	Maintain Accounting Records	FIN04007NU17	4	6
	Prepare Basic Financial Reports and Statements	FIN04003NU17	4	4
	Use Control Accounts and Journals	FIN04008NU17	4	6
	Use Financial Accounting Techniques	FIN04002NU17	4	4
Total minimum number of credits from <u>optional</u> units to be completed.			38 credits	

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5. Assessment advice

The assessment advice for the qualification to guide learners, assessors and verifiers must consider evidence requirements in NOS unit standards and summarise the main assessment approach and methods for the qualification that will ensure learners meet the qualification learning outcomes. (Note: Trainers, assessors, internal verifiers and external verifiers for this qualification must be occupationally competent in the occupational field of the qualification).

Units will be assessed through a range of assessment methods and instruments. Evidence may be collected through (but not limited to), in-class activities, assignments, quizzes or practical activities. The evidence may include:

- Case Studies
- written report containing written responses to the task
- Group presentations
- Individual tasks
- Video recordings
- neatly presented formulas, calculation and solutions
- screenshot of the software that shows the results
- video or photograph
- tabulations recorded values
- observation records filled and signed by the assessor
- sketches and
- In-class activities should be documented and taken in class under the assessor supervision
- Individual practical assignments should be time bounded and given as homework.

Practical activities can be completed individually or as a part of a group that consists of maximum of four learners.

A common group grade should not be assigned to all members of the group. Written responses must be completed individually and graded against the performance criteria.

All learners must formally declare the authenticity of their work when submitting evidence for assessment. External Verifiers cannot ratify any assessments where the learner has not specifically confirmed it is their own work (e.g. A learner evidence submission record sheet).

6. Glossary

Term	Definition
Entrepreneur	A person who risks their own money to build up a successful business
Innovation	The generation of new ideas
Aims	A broad statement of intent providing a direction for a business, from which more specific objectives could be set
Objectives	Goals that an organization sets for itself for example, profitability, sales growth or return on investment.
Outcome	A conclusion reached through a process of logical thinking.
Marketing Research	The systematic gathering, recording and analysis of data about issues related to marketing products and services
Market segment	A group of people or organizations sharing one or more characteristics that cause them to have similar products and/ or service needs
Marketing mix	Sometimes referred to as the four P's of product, price, promotion and place, these are the ideas to consider when marketing a product or service
Human resources	People especially the personnel employed by a business
Skill	The ability to carry out certain tasks after training
Physical resource	Resources that the business needs to maintain in order to carry out its activities. They include things like the buildings, facilities, plant and machinery.
Technological resources	Technological resources are things like software, music or text and have to be managed in the same way as physical resources
Creativity	Creativity is the ability to transcend traditional ideas, rules, patterns, relationships, or the like, and to create meaningful new ideas, forms, methods, interpretations, etc.; originality, progressiveness, or imagination

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Ethical values	Ethical values are the standards that are held and are set by a business or individuals that control their behaviour
Accounting	Accounting is the process of recording financial transactions
Double entry bookkeeping	Double entry bookkeeping is a method in which each transaction is entered twice in the ledger, once to the debit of one account, and once to the credit of another.
Petty cash	Petty cash is a cash fund for paying small charges such as for minor office supplies
Trial balance	A trial balance is a bookkeeping or accounting report that lists the balances in each of an organization's general ledger accounts.
Profit and Loss Account	The Profit and Loss Account an account in the books of an organization to which incomes and gains are credited and expenses and losses debited, so as to show the net profit or loss over a given period.
Statement of Financial Position	The statement of financial position is another name for the balance sheet. It is one of the main financial statements which shows the assets, liabilities, and capital of a business or other organization at a particular point in time, detailing the balance of income and expenditure over the preceding period.
Chart of accounts	A chart of accounts is a listing of the names of the accounts that a company has identified and made available for recording transactions in its general ledger.
Policies	Policies are guiding principles, or procedures considered expedient, prudent or advantageous action
Break-even	Break-even is when a business has income exactly equal to expenditure, thus showing neither profit nor loss.
Cash flow forecast	Cash flow forecasting is the process of obtaining an estimate or forecast of a company's future financial position; the cash flow forecast is typically based on anticipated payments and receivables.
Ratio analysis	Ratio analysis refers to a method of analyzing a company's liquidity, operational efficiency, and profitability by comparing line items on its financial statements.
7. Developer details	
7.1	Organisation(s) Applied Technology High School (ATHS)
8. Key dates	
8.1	Endorsement date 06-09-2021
8.2	Review date 06-09-2024

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