

## What are the aims and intentions of this curriculum?

The aim of our Post 16 Accounting curriculum is to ensure that students:

- Understand the role and develop the skills of an accountant in developing and evaluating accounting information systems and in preparing financial and management accounting information
- Apply the principles and techniques of accounting in the preparation of financial and management accounting information including using the double entry model to: record transactions; prepare financial statements for different types of organisations; and prepare management accounting information to enable management to plan, control and make decisions
- Analyse and evaluate a range of financial and management information and communicate the outcomes numerically and verbally
- evaluate the impact of ethical considerations on the accountant and the duty to be truthful and accurately represent the facts when preparing and presenting accounting information, undertaking financial decision making and addressing the concerns of stakeholders
- Develop the ability to solve problems logically, analyse data methodically, make reasoned and justified decisions and use different reporting methods to communicate these to stakeholders.

Term	Topics	Knowledge and key terms	Skills developed	Assessment
Autumn 1	<p>3.1 An introduction to the role of the accountant in business</p> <p>3.2 Types of business organisation</p>	<ul style="list-style-type: none"> <li>• The responsibilities of the accountant within business.</li> <li>• The difference between financial accounting and management accounting and the purpose of each.</li> <li>• The role of the accountant in developing and overseeing accounting information systems to provide reliable and relevant information for both financial and management purposes</li> <li>• Types of business organisations including different business ownership models.</li> <li>• The associated benefits and risks and the impact on business reporting.</li> <li>• Sources of finance for different forms of business organisation and the risks related to those.</li> <li>• Sources of finance are: owner's capital, partners' capital, bank overdraft, bank loan, mortgage, ordinary shares, debentures</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and understand accounting records based on source documents and use the main books of prime entry and ledger accounts.</li> <li>• Apply the double entry model in the preparation of financial statements for a range of business organisations.</li> <li>• Prepare income statements (trading and profit and loss accounts) and statements of financial position (balance sheets) working from trial balances and additional information.</li> <li>• Prepare statements of financial position (balance sheets) with subheadings.</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Formative tests</li> <li>• Summative half-term tests</li> <li>• Suitability test</li> </ul>

## 3.3 The double entry model

## 3.4 Verification of accounting records

- The double entry system including the recording of transactions from source documents in books of prime entry and ledger accounts; transferring accounts to income statements, balancing accounts and the preparation of statements of financial position.
- The distinction between revenue expenditure and capital expenditure, and revenue income and capital income.
- Depreciation methods are: straight line method reducing balance method.
- Verification of the double entry records.
- Verification techniques are: trial balance, bank reconciliation statements, sales ledger control accounts, purchases ledger control accounts. Control accounts will be memorandum records and could include the following in addition to transactions stated or implied elsewhere: contra entries, interest charged on overdue accounts, debit balances in purchases ledger, credit balances in sales ledger.
- How to correct errors in double entry records.
- The effect of errors on profit calculations and statements of financial position.
- The benefits and limitations of verification techniques.

- Prepare income statements (trading and profit and loss accounts) and statements of financial position (balance sheets) working from trial balances and additional information.
- Prepare statements of financial position (balance sheets) with subheadings.
- Make entries for simple adjustments for expense prepayments and accruals in ledger accounts and in income statements and statements of financial position.
- Make entries for irrecoverable debts in the sales ledger and financial statements.
- Make entries for depreciation in the income statement and statement of financial position.
- Prepare trial balances, draft and prepare bank reconciliation statements, prepare sales ledger control and purchases ledger control accounts.
- Use the General Journal to correct errors made in the accounting records.
- Prepare the Suspense account to correct trial balance inconsistencies.
- Identify and analyse the effect of errors on the Statements of Financial Position and Income.
- Outline and describe the benefits and limitations of verification techniques.

- Classroom activities
- Formative tests
- Summative half-term tests
- Mock examination

3.5 Accounting concepts used in the preparation of accounting records

3.6 Preparation of financial statements of sole traders

- General accounting concepts.
- Concepts are:
  - money measurement
  - duality
  - cost
  - going concern
  - accruals
  - consistency
  - prudence
  - materiality
  - realisation
  - business entity.
- The use of accounting concepts in a variety of situations.
- Situations are:
  - preparation of financial statements
  - asset valuation
  - depreciation of non-current assets
  - inventories (using cost or net realisable value as the basis for valuation).
  - recording the purchase of non-current assets
  - recording transactions in ledger accounts
  - goods sold on a sale or return basis.
- The use of concepts in the preparation of financial statements.
- How to prepare financial statements of sole traders from ledger accounts including adjustments from the application of accounting concepts.
- How to prepare income statements and statements of financial position from a trial balance including adjustments from the application of accounting concepts.

- Identify the use of different general accounting concepts.
- Apply the different accounting concepts in given situations.
- Recording the management of inventory in a business.
- Draft and properly make entries on movements in Property, Plant and Equipment on the Property, plant and Equipment Schedule or Note.
- Prepare income statements (trading and profit and loss accounts) and statements of financial position (balance sheets) working from trial balances and additional information.
- Calculate depreciation of assets using the straight-line and diminishing balance methods.

- Classroom activities
- Formative tests
- Summative half-term tests

Spring 2	<p>3.7 Limited company accounts</p> <p>3.8 Analysis and evaluation of financial information</p>	<ul style="list-style-type: none"> <li>• How to prepare the internal financial statements of limited liability companies.</li> <li>• Financial ratios and measures are: <ul style="list-style-type: none"> <li>• gross profit margin</li> <li>• markup</li> <li>• rate of inventory turnover</li> <li>• rate of inventory turnover (days) • profit in relation to revenue</li> <li>• expenses in relation to revenue</li> <li>• return on capital employed</li> <li>• current ratio</li> <li>• liquid capital ratio</li> <li>• trade receivable days</li> <li>• trade payable days</li> <li>• capital gearing.</li> </ul> </li> <li>• Appraisals could focus on: <ul style="list-style-type: none"> <li>• profitability</li> <li>• liquidity</li> <li>• efficiency</li> <li>• capital structure.</li> </ul> </li> </ul>		
Summer 1	<p>3.9 Budgeting</p> <p>3.10 Marginal costing</p>	<ul style="list-style-type: none"> <li>• The need for budgeting in business organisations</li> <li>• The benefits and limitations of budgeting and budgetary control.</li> <li>• The use of accounting techniques in the preparation and analysis of budgets.</li> <li>• How budgets are used in planning and control and the calculation and interpretation of variances.</li> </ul>	<ul style="list-style-type: none"> <li>• Outline the benefits of budgeting and budgetary control that will include generic benefits as well as the benefits of preparing specific budgets.</li> <li>• Explain the limitations of budgeting and budgetary control which will include generic limitations as well as limitations relating to specific budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Formative tests</li> <li>• Summative half-term tests</li> <li>• Mock examination</li> </ul>
Summer 2	<p>Revision of Topics 3.1 to 3.10</p>	<ul style="list-style-type: none"> <li>• Revision and consolidation of all topics covered.</li> <li>• Closing gaps in knowledge and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Be ready for final AS (exit) and AS annual summative exams.</li> <li>• Write AS exit exams and Year-end AS Exams.</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnostic, revision and consolidation tests</li> <li>• AS Exit Examinations</li> <li>• AS Year-end exams</li> </ul>