



# Administration (Business Professional)

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| <b>Unit Title:</b>     | <b>Analyse financial information</b> |
| OCR unit number:       | 26                                   |
| Level:                 | 4                                    |
| Credit value:          | 4                                    |
| Guided learning hours: | 36                                   |
| Unit reference number: | H/505/7066                           |

## Unit purpose and aim

The aim of this unit is to enable learners to analyse a range of financial information and present a formal, written financial forecasting report.

| Learning Outcomes   | Assessment Criteria  | Knowledge, understanding and skills  |
|---|--|--|
| <p><b>The Learner will:</b></p> <p>1 Be able to analyse financial information</p> | <p><b>The Learner can:</b></p> <p>1.1 Analyse the financial performance of an organisation over a period of time, including reference to the wider market environment</p> <p>1.2 Use ratios and performance indicators for financial analysis</p> <p>1.3 Interpret statistics for financial analysis</p> | <ul style="list-style-type: none"> <li>• Types of organisations and their legal requirements</li> <li>• The function of balance sheets and profit and loss accounts</li> <li>• Relevant technical terms including the difference between fixed and current assets, share and loan capital</li> <li>• Where to obtain sources of organisation/company information</li> <li>• The importance of confidentiality and security</li> <li>• Implications of the DPA and copyright legislation</li> <li>• How to obtain, classify and organise information from a variety of sources</li> <li>• How to communicate effectively with colleagues at all levels</li> <li>• Time management techniques</li> <li>• Common uses, purposes and functions of statistical material for business purposes</li> <li>• Methods of conducting statistical investigation</li> <li>• Function and interpretation of tables, charts and diagrams</li> <li>• How to select, extract, interpret and analyse figures, statistics and non-statistical information accurately</li> </ul> |

| Learning Outcomes  | Assessment Criteria   | Knowledge, understanding and skills  |
|--|---|--|
|  | 1.4 Conduct a PEST analysis   | <ul style="list-style-type: none"> <li>• PEST analysis</li> </ul>  |
| 2 Be able to produce written financial forecasting reports | 2.1 Draw conclusions from research undertaken, including a forecast of the probable financial performance of the selected organisation for the next financial year<br><br>2.2 Use business software to produce financial forecasting reports including: <ul style="list-style-type: none"> <li>• use of text and graphics to illustrate findings of research</li> <li>• use of business report layout</li> <li>• use of style and tone that is suitable for business</li> </ul> | The importance of: <ul style="list-style-type: none"> <li>• accurate forecasting</li> <li>• ensuring conclusions drawn from relevant information are based on reasoned argument and appropriate analysis</li> <li>• accurately calculating ratios and performance indicators and providing commentary on these figures once analysed</li> <li>• interpreting statistics accurately and commenting appropriately</li> <li>• using appropriate technology to accurately prepare a formal written report within a given timescale</li> <li>• How to use spreadsheet/graphics applications, enter data and formulae to produce information and how to import/merge this information electronically with another software application e.g. word processed document</li> <li>• Purpose, style and format of written formal reports</li> <li>• The impact of visual presentation</li> </ul> |

## Assessment

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This unit is assessed by the centre and sent to OCR for moderation.

## Guidance on assessment and evidence requirements

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This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## Functional skills signposting

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The functional skills mapping for this unit is detailed in the centre handbook which can be found on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .