

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

**Unit Title:** Income Statements and Balance Sheets

**Graded Unit Reference Number:** GA33BUS04

**Ungraded Unit Reference Number:** UA33BUS04

**Module:** Business

**Level:** Three (3)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the nature and uses of profit and loss statements and balance sheets	1.1 Distinguish between a trading statement, a profit and loss statement and a balance sheet
	1.2 Explain how profit and loss statements may be used to monitor the performance of a business
	1.3 Use examples to explain some uses of a balance sheet
2. Understand the production of profit and loss statements and balance sheets	2.1 Prepare a profit and loss statement from trial balances and additional information
	2.2 Distinguish between gross profit and net profit and calculate these
	2.3 Use trial balances to produce a balance sheet showing current and non-current assets, current and non-current liabilities and capital
	2.4 Make adjustments in ledger accounts for expense prepayments, accruals and bad debts and reflect these in a profit and loss account and balance sheet
	2.5 Using the straight-line method make entries for depreciation of non-current assets in the profit and loss account and balance sheet