

Access to H.E. National Programme Unit



Unit Title:	Producing and Managing a Budget		
Graded Unit Code:	GA33BUS09	Ungraded Unit Code:	UA33BUS09
Pathway(s):	Business and Management Construction and the Built Environment Creative and Performing Arts Hospitality, Leisure and Tourism Humanities and Social Sciences		
Module(s):	Business		
Level:	3	Credit Value:	3
Valid from:	1 st August 2014	Valid to:	31 st July 2028

The following QAA grade descriptors must be applied if you are delivering the graded version of this unit:

1	Understanding of the subject
2	Application of knowledge
3	Application of skills
7	Quality

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the benefits to business organisations of using budgets	1.1 Describe the purpose of budgets and explain their importance in controlling finance
	1.2 Describe the types of budget used by a business organisation and explain their relationships
	1.3 Explain how different budget types may be used in different types of organisation
2. Understand the key principles in drawing up a budget	2.1 Describe the key principles used to produce a budget

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	2.2 Explain the difference between fixed costs and variable costs and identify these in a budget
	2.3 Use case study material to produce a budget
3. Understand how budgets are used in financial planning	3.1 Explain positive and negative budget variance and the effects of these in income and expenditure
	3.2 Use case study material to calculate budgetary variance and identify significant issues
	3.3 Explain the possible consequences of budgetary variance and make recommendations