

Title	Budgets and Management Reports
Level	Five
Credit Value	3
Guided Learning Hours (GLH)	8
OCN NI Unit Code	CBF473
Unit Reference No	J/618/8517

Unit purpose and aim(s): This unit will enable the learner to understand how to develop and use management reports including finance reports.

Learning Outcomes	Assessment Criteria
1. Understand how to analyse and manage a budget.	1.1. Research and explain the budgeting cycle of a given organisation. 1.2. Research methods for developing and managing a budget justifying selection for organisation identified in AC 1.1. 1.3. Analyse and manage a budget for a given period of time for the organisation identified in AC 1.1 explaining how this informs decision making.
2. Understand how to use management reports to inform decision making.	2.1. Summarise various management reports used to inform decision making. 2.2. Research and explain using examples, approaches taken within a given organisation to analyse management reports and how these inform decision making.

Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log