



Student Name:

Self Assessment Check List

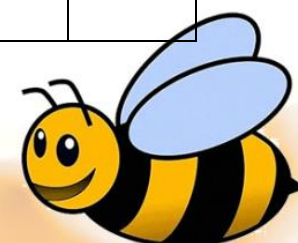
Complete this self assessment check list to highlight areas of strengths and weakness. You could want to check each of the statements against the detailed course content , which can be found on BeeBusinessBee with additional resources on each of the units.

<http://www.beebusinessbee.co.uk/index.php/business-qualifications/btec-nationals-business-level-3/btec-nationals-2016>

Learning Aim

A - Understand the importance of managing personal finance

Content	:)	:	:(
I know the different functions of money			
I know the factors that influence the role of money			
I know the importance of planning expenditure			
I know the common principles that have to considered when planning expenditure			
I know that money is used as a source of payment			
I can recall advantages and drawbacks of different payment methods			
I can recall the different types of bank account that exist, including the features; advantages and disadvantages of each			
I can recall the different types of borrowing that exist, including the features; advantages and disadvantages of each			
I can recall the different types of saving and investment products that exist, including the features; advantages and disadvantages of each			
I understand the risks and rewards of saving versus investment			
I can recall the different types of insurance products that exist, including the features; advantages and disadvantages of each			





Learning Aim

B - Explore the Personal Finance Sector

Content	:)	:	:(
I know the different types of organisations and their advantages and drawbacks			
I know the methods of communication with customers that are used by financial institutions and the advantages and drawbacks of these			
I can recall the different financial consumer protection organisations			
I know the function, roles and responsibilities of the different consumer protection organisations.			
I can recall the different sources of financial guidance, support and information			
I can recall the role, responsibly, advantages and drawbacks of each of these organisations			

Learning Aim

C - Understand the purpose of accounting

Content	:)	:	:(
I know the purpose of accounting			
I can recall the different types of income, including examples			
I can recall the different types of expenditure, including examples			
I know the different between the terms capital expenditure / income and revenue expenditure / income			
I can calculate depreciation for the straight-line and reducing balance methods			





Learning Aim

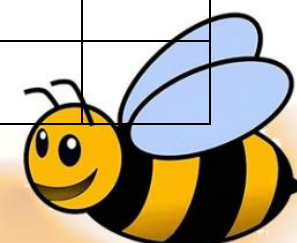
D - Select and evaluate sources of business finance

Content	:)	:	:(
I can identify different short term and long term sources of finance			
I can recall the advantages and disadvantages of short and long term finance			
I can recall examples of internal sources of finance and the advantages and drawbacks of each of these			
I can recall examples of external sources of finance and the advantages and drawbacks of each of these			

Learning Aim

E - Break even and cash flow forecasts

Content	:)	:	:(
I can identify different sources of inflows / receipts			
I can identify different sources of outflows / payments			
I can construct and complete a cash flow forecast			
I can evaluate the advantages and drawbacks of cash flow forecasting			
I can identify and provide examples of the different types of costs an organisation has			
I know the break even formula and am able to use it			
I am able to re-arrange a break even formula			
I am able to construct a break even chart			
I am able to mark on the break even point, area of profit / loss and margin of safety on a break even chart.			
I am able to calculate the margin of safety			
I am able to calculate the contribution			
I am able to able to explain the benefits and limitations of calculating contribution per unit			
I can evaluate the advantages and drawbacks of break even analysis			





Learning Aim

F - Complete Statements of Comprehensive income and financial position and evaluate a businesses performance

Content	:)	:	:(
I can identify the purpose and use of the income statement			
I can recall the formula and calculate gross profit			
I can recall the formula and calculate net profit			
I can complete an income statement and make adjustments			
I can calculate depreciation and adjust this on an income statement			
I understand the terms accruals and pre-payments and can make adjustments for these			
I can interpret information from an income statement and use this to form evaluations			
I can identify the purpose and use of the statement of financial position			
I can complete an statement of financial position and make adjustments			
I can make adjustments for accruals and pre-payments on the statement of financial position			
I can interpret information from an statement of financial position and use this to form evaluations			
I can recall profitability formulas			
I can recall liquidity formulas			
I can recall financial efficiency formulas			
I can interpret information to perform calculations			
I can conduct analysis using financial ratios			
I can evaluate using financial ratios			
I can assess the limitations of ratio analysis			

