

Unit Title: Planning A Budget
Unit Level: 2
Unit Credit Value: 2
GLH: 12
LASER Unit Code: WJB099
Ofqual Unit Code: T/502/3567

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand what basic budgeting involves.	1.1	Describe why setting and monitoring a budget is important.
		1.2	Describe the features of a basic budget.
2.	Know how to set up and run a basic budget.	2.1	Set up and follow a basic budget, monitoring the budget at appropriate intervals.
		2.2	Maintain an accurate log or record, updated at regular intervals to show an accurate budget position.
		2.3	Describe what their role is when setting and monitoring a budget and describe the roles of any others involved.
3.	Know how to represent their basic budget on an appropriate software package.	3.1	Represent their budget on a spreadsheet demonstrating the basic function of totalling a series of cells.

Assessment Guidance:
NA

Additional Information:
NA

Unit Title:	Planning A Budget
Unit Level:	2
Unit Credit Value:	2
GLH:	12
LASER Unit Code:	WJB099
Ofqual Unit Code:	T/502/3567