

**Unit Title:** Accounting In A Professional Environment  
**Unit Level:** Level 1  
**Unit Credit Value:** 3  
**GLH:** 27  
**LASER Unit Code:** WJC500  
**Ofqual Unit Code:** J/506/1062

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand basic organisations and how the finance professional contributes to the organisation.	1.1	Identify different types of business organisation.
		1.2	Identify the “customers” of the accounting function.
		1.3	State how the accounting function can support an organisation.
2.	Understand the need to apply appropriate ethical behaviour and professionalism within an accounting environment.	2.1	State how to maintain confidentiality of information.
		2.2	State the importance of ethical and professional behaviour to the role of those in the accounting function.
		2.3	Identify the importance of an organisation adopting environmentally and socially responsible policies.
3.	Understand that there is a legal framework within which organisations must operate.	3.1	Identify the responsibility an organisation has to the health and safety of its employees and of visitors to its premises.
		3.2	State the role of an employee in the accounting function in maintaining safe and effective working practices.
		3.3	Identify how an employee in the accounting function can ensure that personal information is protected and not disclosed without authority.
4.	Understand how efficient working practices and personal development contribute to achievement.	4.1	Identify efficient working practices which contribute to the achievement of own and team goals.
		4.2	State how communication within the team contributes to its overall efficiency.
		4.3	Identify the personal skills required to work in the accounting function.
		4.4	Identify ways in which new skills and knowledge can be acquired.
		4.5	State how the acquisition of new skills can be agreed and subsequently reviewed with the line manager.

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<b>Assessment Guidance:</b>
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<b>Additional Information:</b>
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