

General Education Award in Advanced Business Accounting

Applying for this course

To apply for this course, you should be 16 years of age or older and have an MQF Level 3 qualification in Accounts. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on ga.jobsplus@gov.mt stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ħal Far BBG3000.

Course Duration

This course is of 100 hours duration and consists of two Modules

- Module 1 is of 50 hours duration – (including 3 hours assessment)
- Module 2 is of 50 hours duration – (including 3 hours assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this Course will be mainly held through a series of discussions, class work exercises and hands-on training both in writing and through the use of digital tools (such as Spreadsheets) when working out problems and/or case studies. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations, including demonstrations.

General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment carried out in class which will cover the learning being covered throughout the module. Part of this assessment will take the form of work to be done at home on an Excel sheet and then revised together in class. This will contain 15% of the marks. The learner will also be assessed through a written assessment which will carry 85% of the total marks.

Module 1 Learning Outcomes – Financial Accounting

<ul style="list-style-type: none">✓ Carry out branch accounting exercises to record, report and process a department's accounts✓ Work with supervisors/management to ensure that the profit figure is free of typical accounting errors✓ Work with supervisors/management in control accounts tasks, to be able to reconcile between schedules of debtors/creditors and control accounts balances✓ Comply with appropriate accounting procedures when preparing incomplete accounts, to calculate the stock lost in fire or theft for insurance claims✓ Deal with data regarding life membership, joining fees and other special funds correctly when working on final accounts used by clubs and societies	<ul style="list-style-type: none">✓ Monitor the company's pricing policy✓ Deal with the distribution of shares according to company policies and accounting procedures✓ Deal with the issue of debentures, such as bonds and loan stocks, according to company policies and accounting procedures✓ Deal with hire purchase and leasing transactions whilst complying with company policies and procedures✓ Work with supervisors/management to ensure the smooth consolidation process of a financial group account when involved in the merger of small companies into a group✓ Carry out company account exercises including final accounts for internal use only✓ Carry out ratio analysis to assist in the appraisal of solvency, profitability and efficiency
---	--

Module 1 Assessment: The assessment paper will be divided into 1 section:

- Section A – Problem solving questions, which will require some workings and calculations together with the application of the knowledge learnt in class.

The duration of this assessment is of 3 hours and the pass mark is that of 45%.

Apart from this, trainees will be assessed through an ongoing assessment, which will consist of work to be done at home on an Excel sheet and then revised together in class. This will carry a total of 15% of the global mark, and the learner will need to obtain a pass mark in the ongoing assessment (7 out of 15, equivalent to 45%).

Module 2 Learning Outcomes – Cost and Management Accounting

<ul style="list-style-type: none">✓ Work with supervisors/management in assessments and estimations of costs using standard costing techniques✓ Carry out total absorption cost and marginal cost exercises to calculate manufacturing overheads and the additional costs required to produce goods or render a service✓ Carry out job costing and process costing exercises to calculate the cost of labour involved to manufacture goods in batch or individually✓ Carry out break-even analysis exercises for a given company✓ Carry out decisions such as Make-or-Buy, Dropping a product and one Limiting Factor decisions	<ul style="list-style-type: none">✓ Work with supervisors/management in tasks to control expenditures income and cash budgets within a particular time period and in relation to a given company✓ Deal with tasks involving variance analysis, to assist concerned managers in evaluating the differences between group means and their associated procedures✓ Deal with tasks involving capital expenditure appraisal to assist concerned managers with determining the firm's long- term investments that are needed to be competitive✓ Comply with the Standard Accounting Practices and the International Financial Reporting Standards requirements, to follow a common method on presenting accounting reports
---	---

Module 2 Assessment: The assessment paper will be divided into 2 sections:

- Section A – Problem solving questions, which will require some workings and calculations together with the application of the knowledge learnt in class.

The duration of this assessment is of 3 hours and the pass mark is that of 45%.

Apart from this, trainees will be assessed through an ongoing assessment, which will consist of work to be done at home on an Excel sheet and then revised together in class. This will carry a total of 15% of the global mark, and the learner will need to obtain a pass mark in the ongoing assessment (7 out of 15, equivalent to 45%).

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 6 ECVET points are assigned.