

Graduate Apprenticeship

Course Overview

Accounting

ICAS

BA (Hons)



Course Overview

Graduate Apprenticeship in BA (Hons) Accounting - ICAS

Course Structure

(Final course programme may be subject to minor changes)

AWARDING AND DELIVERY INSTITUTION

The Robert Gordon University

AWARD TYPE AND DURATION

Undergraduate and Professional Body Award, 5 years

MODES OF STUDY

Full Time Blended Learning [work-based learning, virtual learning environment (VLE)]

LANGUAGE OF STUDY AND ASSESSMENT

English

AWARDS

On successful completion of each stage the student will receive the following award:

Stage 1: Higher Apprenticeship in Cert HE Accounting

Stage 2: Higher Apprenticeship in Dip HE Accounting

Stage 3: Graduate Apprenticeship in BA Accounting

Stage 4: Graduate Apprenticeship in BA (Hons) Accounting

Stage 5: ICAS Professional Body Award

Indicative Student Workload Per Module

Hours/Module

Contact Hours	30
Non-Contact Hours	30
Work-Based Learning [Notional]	240
Hours TOTAL	300

Course Structure

The modules studied within Stages 1–3 run consecutively in 10 week learning blocks with the exception of the Developing Professional Excellence modules (which are designed to capture the experiential learning across the breadth of each stage to allow for reflective development). The timing of the delivery of modules in Stages 4 and 5 may vary as some modules are taught directly by ICAS.

Stage 1

Blended Learning		Credits	Levels
BS1072	Business Environment	30	7
BS1071	Fundamentals of Financial and Management Accounting	30	7
BS2080	Business Finance and Economics	30	8
BS1010	Developing Professional Excellence I	30	7

Stage 2

Blended Learning		Credits	Levels
BS2071	Applied Financial and Management Accounting	30	8
BS2070	Corporate and Business Law	30	8
BS3080	Digital Strategy	30	9
BS3116	Audit Theory	15	9
BS3117	Assurance and Reporting	15	9

Stage 3

Blended Learning		Credits	Levels
BS3070	Advanced Management Accounting	30	9
BS4070	Advanced Financial Reporting	30	10
BS3071	Personal and Business Taxation	30	9
BS4074	Advanced Financial Management	30	10

Stage 4

Blended Learning		Credits	Levels
BS4082	Contemporary Literature Project	15	10
BSM099	Test of Professional Skills Financial Reporting	30	10
BSM401	Test of Professional Skills Assurance and Data	30	11
BS4100	Developing Professional Excellence IV	45	10

Stage 5 - ICAS Taught Block Release

Blended Learning

Test of Professional Skills Business Taxation

Test of Professional Skills Strategic Finance and Modelling

Test of Professional Skills Risk and Technology

ICAS Public Trust and Ethics

TPE Case Study

STAGE ONE

BUSINESS ENVIRONMENT

Ref BS1072

Aims of Module

To enable students to understand the underpinning theories and contemporary practices relating to business and management within today's changing business environment.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Recognise and explain the impact that the external environment has on organisations of all types.
2. Apply key management concepts, principles, theories and models in appropriate organisational settings and contexts to better understand impact on decision-making.
3. Examine corporate responsibility and professional ethics by considering how organisations and individuals apply codes of practice, morals, principles and governance models.
4. Recognise the contribution of innovation to business start-up, growth and longevity.

Indicative Module Content:

An overview of business and management theory and practice relating to organisations in the public, private and third sectors; understanding of contemporary approaches to business start up, innovation and growth; organisational structures and management functions. Corporate responsibility including governance, core values, ethical responsibility and CSR. Analysis of how commercial, political, legal, economic, socio-cultural, technological and ecological factors influence strategy within organisations.

FUNDAMENTALS OF FINANCIAL AND MANAGEMENT ACCOUNTING

Ref BS0171

Aims of Module

To develop knowledge and basic skills in financial and management accounting, double-entry accounting and preparation of basic financial statements.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Explain the principles of financial and management accounting.
2. Record financial transactions from source documents and prepare a trial balance.
3. Prepare basic financial statements for partnerships and limited companies.
4. Classify costs for profit measurement and decision making.
5. Apply basic costing techniques for profit measurement and decision making.

Indicative Module Content:

Introduction to financial and management accounting; outline of the conceptual framework; double entry book keeping for sole traders, limited companies, manufacturing and not for profit organisations; journals; extended trial balance; income statement; statement of financial position; accruals accounting; period end procedures; cost classification; absorption costing, cvp.

Aims of Module

To develop knowledge and understanding of economics and business finance within the context of a changing financial environment.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Perform business maths calculations relevant to finance decisions.
2. Explain the key sources of finance for business and apply this knowledge to relevant business decision-making.
3. Assess the role of working capital management in financial management.
4. Understand the economic environment for business.
5. Apply economic principles, theories and models in order to understand the basic working of markets.
6. Apply sampling methods, basic statistical methods, data modelling and forecasting techniques in business contexts.

Indicative Module Content:

Business Finance including sources of finance, stock market, foreign currency, business mathematics. Microeconomics and Macroeconomics; Markets. Sampling methods, linear regression, probability distribution, index numbers, data presentation and measurement.

DEVELOPING PROFESSIONAL EXCELLENCE (1)

Ref BS1010

Aims of Module

The aim of this module is to introduce the concepts of work-based learning and meta-skills development with a particular focus on developing skills in self-management.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Display the ability to actively listen, openly question and to produce clear and effective communication in a variety of forms appropriate to purpose and target audience.
2. Demonstrate personal integrity through understanding own core values and drivers and how this impacts on professional and ethical activity.
3. Demonstrate initiative in identifying potential solutions to basic business problems.
4. Understand and reflect on personal resilience at both an individual and organisational level.
5. Reflect upon personal development needs, with a particular focus on the meta-skills of self-management.

Indicative Module Content:

Students will be required to digitally evidence work-based learning and professional development. This evidence base will align with the modules undertaken in the first year of study and will support activities articulated in the Learning Plan, all as appropriate to SCQF Level 7. Students will be required to extend this learning by critically reflecting on personal development with a particular focus on self-management (as articulated within the SDS Meta-Skills Framework).

STAGE TWO

APPLIED FINANCIAL AND MANAGEMENT ACCOUNTING ————— Ref BS2071

Aims of Module

To apply accounting standards in the preparation of financial statements and develop the skills to analyse financial statements and apply management accounting techniques for decision making and control.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Prepare journal entries and relevant accounts to demonstrate understanding and knowledge of international accounting standards.
2. Perform fundamental interpretation of financial statements.
3. Apply cost accounting techniques for profit measurement and decision making.
4. Apply sampling methods, basic statistical methods, data modelling and forecasting techniques in business contexts.
5. Prepare budgets for planning and control.

Indicative Module Content:

Reporting financial performance; journal adjustments; IAS1 accounts; Statement of cash flows; introduction to financial ratios. Costing; ABC; cost-volume-profit analysis; sampling methods; linear regression; probability distribution; index numbers; data presentation and measurement; preparation of cash budgets; preparation of functional budgets.

CORPORATE AND BUSINESS LAW ————— Ref BS2070

Aims of Module

To provide students with the knowledge and skills to understand the domestic legal framework within which organisations must operate.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Explain the law relating to different forms of business association and its application.
2. Describe the various sources of law and the basic principles of law that relate to business.
3. Discuss the law relating to corporate insolvency, winding up and administration.
4. Discuss corporate fraudulent and criminal behaviour.
5. Apply the principles of law to problems associated with business and business transactions.

Indicative Module Content:

Sources of law; law of obligations; employment law; constitution of business organisations; company structure; insolvency and administration; fraudulent and criminal behaviour.

Aims of Module

To enable students to critically appraise new innovations in digital technologies and data analysis and their application within the business environment.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Identify and evaluate contemporary developments in digital business and data analysis.
2. Critically appraise how digital technologies can impact on and add value to a business.
3. Evaluate the benefits of data analysis within businesses for decision making and competitive advantage.
4. Demonstrate knowledge of how to develop an effective digital business strategy.
5. Understand the principles of cybersecurity and the importance of managing secure IT systems.

Indicative Module Content:

Innovations in digital technology and data analysis; rationale for the use of digital technology in business; internet-based digital business models in B2C and B2B contexts; impact of digital business on organisational functions; cybersecurity.

AUDIT THEORY

Ref BS3116

Aims of Module

To provide students with an understanding of the key concepts of audit theory and its practical application.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Analyse the role of corporate governance in an organisation and the role of assurance in this process.
2. Demonstrate knowledge of the legislation governing auditing and the regulatory framework governing audit and assurance.
3. Discuss the auditor's process for planning an audit and assessing the risk.
4. Critically appraise the differing responsibilities of management and the auditor in relation to the prevention and detection of fraud.

Indicative Module Content:

Introduction to Audit; Appointment, Resignation and Removal; Ethics and Independence; Duty of Care; True and Fair; Risk and Materiality; Fraud; Audit Planning; Internal Controls; Internal Audit.

ASSURANCE AND REPORTING

Ref BS3117

Aims of Module

To develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Apply in-depth theoretical knowledge to the audit process in line with the International Standards on Audit.
2. Demonstrate understanding of key audit processes to collect sufficient, appropriate audit evidence.
3. Critically appraise current issues within the field of audit and assurance.
4. Explain the purpose of audit reports and critically analyse the different types of audit opinion.

Indicative Module Content:

Assertions and Evidence; Sampling and CAAT; Audit Reports; Audit Completion; Current Issues and Accountability.

STAGE THREE

ADVANCED MANAGEMENT ACCOUNTING

Ref BS3070

Aims of Module

To develop knowledge and understanding of the application of management accounting techniques to support planning, decision making, control and monitoring performance in a variety of business contexts.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Demonstrate a critical understanding of the role of management accounting information systems.
2. Apply relevant and appropriate decision making techniques to a range of business scenarios.
3. Critically discuss behavioural aspects of the budget process.
4. Apply advanced standard costing and variance analysis for control.
5. Evaluate business performance using appropriate performance measurement techniques.

Indicative Module Content:

Sources and presentation of management accounting information; relevant costing; pricing; risk and uncertainty; budget preparation; budget behaviour; standard costing and variance analysis; performance measurement; balanced scorecard; transfer pricing; divisional performance.

ADVANCED FINANCIAL REPORTING

Ref BS4070

Aims of Module

To develop knowledge and understanding of the conceptual and regulatory framework for financial reporting, the skills to prepare financial statements in accordance with International Accounting Standards and the ability to analyse and interpret financial statements.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Critically discuss conceptual and regulatory frameworks for financial reporting.
2. Critically discuss conceptual and regulatory frameworks for financial reporting.
3. Undertake computational calculations to demonstrate understanding and knowledge of relevant accounting standards.
4. Prepare single entity and consolidated financial statements.
5. Analyse and interpret financial statements.

Indicative Module Content:

Conceptual framework; regulatory framework; changes in accounting policy and estimates; inventory and biological assets; financial instruments; leasing; consolidation; group financial statements; acquisition accounting; goodwill; non-controlling interest; internal trading; fair values; equity accounting; accounting for taxation; deferred taxation; reporting financial performance; EPS; discontinued operations; non current assets held for sale; foreign currency transactions.

Aims of Module

To develop knowledge and understanding of the principles of UK taxation and apply this knowledge to complete tax computations for individuals and companies.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Understand the main principles of UK taxation relevant to individuals and companies.
2. Undertake detailed tax computations for individuals and businesses.
3. Undertake detailed corporation tax computations.

Indicative Module Content:

Introduction to the tax system; administration of tax; self-assessment. Basic tax planning. Income tax: scope; computation of taxable income and income tax liability; allowances; payments eligible for relief; income from property; income from savings and investments; income from employment; pension contributions; national insurance. Income from self-employment: nature of trading; calculation of trading profits; capital allowances; trading losses; partnerships. Capital gains tax: scope and principles; computation of gains and losses; chattels and wasting assets; shares and securities; principal private residence; exemptions; reliefs and allowances. Inheritance tax: scope and principles; exempt transfers; lifetime transfers; transfers on death; liabilities; reliefs. Stamp Taxes: stamp duty; stamp duty reserve tax; land and buildings transaction tax. VAT: principles, scope and administration of VAT; taxable, exempt and zero-rated supplies. Corporation tax: scope and principles; taxable total profits; computation of liability and payment; self-assessment; corporate chargeable gains; losses; groups; reliefs.

ADVANCED FINANCIAL MANAGEMENT

Ref BS4074

Aims of Module

To develop the practical skills and theoretical underpinning required for the financial management of a business..

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Discuss the objectives of financial management and the impact of the economic environment.
2. Apply investment appraisal techniques to various business scenarios.
3. Analyse the relationship between risk, return, and company value.
4. Evaluate corporate capital structure, investment, dividend, and working capital policies.
5. Apply valuation models based on earnings, dividends, and cash-flows to estimate a company's value.

Indicative Module Content:

Financial profiling; capital structure; dividend policy; investment appraisal; valuation methods based on earnings, dividends, and cash-flows; the nature and measurement of Risk and Return; financial institutions and markets; weighted average cost of capital.

STAGE FOUR

CONTEMPORARY LITERATURE PROJECT

Ref BS4082

Aims of Module

To provide students with the opportunity to undertake a supervised, independent literature research project on a contemporary topic within the field of accounting and finance.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Conduct an in depth subject specific literature search and develop this into a refined, well justified corpus of literature for review.
2. Communicate effectively in an academic written style, using current research based evidence to develop and justify a balanced debate.
3. Critically appraise arguments and ideas in a manner which demonstrates in depth knowledge of the topic.
4. Demonstrate the ability to undertake independent research of literature with minimal supervision.

Indicative Module Content:

Literature searching and selection techniques; how to judiciously select and summarise individual pieces of literature; how to structure a review; how to use academic evidence; how to introduce synthesis and critique into their writing; how to reference using RGU Harvard; how to manage large numbers of references; how to work with an academic supervisor.

TEST OF PROFESSIONAL SKILLS - FINANCIAL REPORTING

Ref BSM099

Aims of Module

To demonstrate professional knowledge of International Financial Reporting Standards and the technical expertise to prepare financial statements and disclosure information for individual companies and groups.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Demonstrate professional skills to recommend appropriate accounting treatment for a range of companies using IFRS and UK accounting requirements.
2. Prepare journal entries with supporting calculations to account for a range of transactions in accordance with any relevant guidance on accounting treatment.
3. Construct financial statements for individual companies and groups.
4. Construct appropriate disclosures for inclusion within the annual report and accounts.

Indicative Module Content:

This module integrates the syllabus content of the Test of Professional Skills - Financial Reporting examination assessed by ICAS. The syllabus covers accounting for business transactions, individual company and group financial statements, accounting principles and financial disclosure in annual reports.

Aims of Module

To demonstrate professional knowledge of Assurance within an international business environment and the application of digital and technological advances within the business assurance context.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Plan the audit of statutory financial statements in accordance with applicable standards, including audit evidence collection procedures.
2. Evaluate, in accordance with applicable standards and taking into consideration audit risk and the effectiveness of internal control procedures, findings from the planning and interim stages of the assurance engagements.
3. Evaluate internal control systems and techniques including IT systems used to identify and control risks.
4. Evaluate in accordance with applicable standards and taking into consideration the results of substantive procedures and the impact of audit misstatements on the audit opinion, findings from the final stages of assurance engagements.
5. Advise on the application of relevant provisions of ethical standards, legislation and professional guidance including assurance engagements and related engagements.
6. Appraise current issues and digital developments relating to the provision of audit-related and assurance services.

Indicative Module Content:

This module integrates the syllabus content of the Test of Professional Skills - Assurance and Data examination assessed by ICAS. The syllabus covers regulatory environment; control and professional procedures; audit and non-audit assignments; use of digital tools within assurance; current issues and developments.

Aims of Module

The aim of this module is to embed the concepts of work-based learning and meta-skills development with a particular focus on developing skills in leading and innovation.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Apply creativity and leadership skills in identifying organisational issues and solutions and building a case for change.
2. Critically reflect upon personal development needs with a particular focus on the meta-skills of leading and innovation.
3. Create and implement module learning plans which prioritise and strategically align academic, personal development and business activities.

Indicative Module Content:

Students will be required to evidence and reflect on work-based learning and professional development. This evidence base will align with the modules undertaken in the third and fourth years of study and will support activities articulated in the Learning Plans.

STAGE FIVE

In Stage 5 students will complete the following ICAS modules, taught through ICAS block release. We will release details when they are released by ICAS.

Test of Professional Skills Business Taxation

Test of Professional Skills Strategic Finance and Modelling

Test of Professional Skills Risk and Technology

ICAS Public Trust and Ethics

TPE Case Study

RGU Graduate Apprenticeships Requirements & Delivery Calendars

Aberdeen Business School

Graduate Apprenticeship in BA (Hons) Accounting

Organisational Requirements	Mentor Requirements	Student Requirements	Delivery Calendar
<p>Software Requirements:</p> <ul style="list-style-type: none"> Access to RGU Campus Moodle at work (either through a network or if this is not possible, via a tablet with data contract). Access to Panopto Access to Mahara (e-portfolio software) <p>Hardware Requirements:</p> <ul style="list-style-type: none"> Access to a PC with the ability to install (or request the install of) software. Headphones and microphone for participation in online sessions. Regular use of a conference room or private space in order to participate fully & uninterrupted in online Sessions. <p>Work-Based Learning Environment Requirements:</p> <ul style="list-style-type: none"> Where possible, access to the full range of organisational departments as required by the course structure. This may involve e.g. shadowing for short periods or working on short projects within departments which are not the Apprentice's employing department. This may not always be possible and would not preclude participation in the programme if it could not be achieved. Protected time to undertake work-based learning activities, attend on-campus study days and undertake study-related activities such as participation in online sessions. 	<p>A Workplace Mentor should be allocated to support the student throughout their degree studies, including by the creation of a Learning Plan which schedules course-relevant work-based learning activities.</p> <p>Ideally, a Workplace Mentor will be appointed who has substantial experience of all aspects of the business and can be supported by Subject Mentors as required.</p> <p>The Workplace Mentor will normally:</p> <ul style="list-style-type: none"> Be educated to degree level, in a discipline relevant to the Apprentice's course of study. Work in a position relevant & senior to the Apprentice's course of study. Have three years managerial/ supervisory experience, at least one of these within the organisation. Have sufficient organisational oversight to assist in Learning Plan creation and execution i.e. the ability to negotiate opportunities to work across the organisation when required as part of the course. Be able to provide resources or access to these, influence workload and project focus, and facilitate access to relevant aspects of the business. Be actively willing to mentor in a way which encourages, coaches and assists the Apprentice in their academic and professional development. 	<p>All applicants must be employed in a full-time position relevant to their chosen course of study; resident and working in Scotland and have the right to live and work in Scotland. An applicant's employer must be committed to and involved in the provision of a suitable workplace learning environment, coupled with supportive workplace learning guidance and mentoring to create a setting in which the student will be able to achieve the required experience and learning outcomes. Employers must be willing to formally partner with the University via a Collaboration Agreement which sets forth the obligations of each party.</p> <p>SQA Higher: Normally BBBC We welcome applications from those with equivalent qualifications to those stated, including Foundation Apprenticeships (SCQF Level 6), SVQs/NVQs non-relevant HNCs, access programmes and overseas qualifications or work experience will be considered on an individual basis.</p> <p>Experiential Equivalencies First Year Entry: For those applicants who do not meet our Standard Course Entry Requirements, applications may be considered from those who possess a minimum of one year of experience in a relevant work environment where the applicant has demonstrated the development of key business skills evidenced through a detailed CV.</p> <p>The above are broad standards provided to guide applicants who do not meet our Standard Courses Entry Requirements, however in all cases admission decisions rest with the University and the relevance, breadth and depth of employment experience will be taken into consideration.</p>	<ul style="list-style-type: none"> 10-week delivery per 30-credit module. Annual Learning Plans to be completed by Week 2/3 of Module 1 and confirmed by Week 5. On-campus Mentor & Student Induction plus one on-campus contact day per module (Fridays) 2 site visits per year of study (the second of which may be carried out remotely) to be concluded by end of Module 2 and end of Module 4. Although the preference is for on-site visits to apprentices' WBLEs,, there is an option to remotely 'visit' sites if budget, time, weather, or workload constraints interfere with the visitor's ability to travel to remote locations, particularly in the case of outlying areas such as islands or sites more than 150 miles distant from RGU. 4 x Mentor reviews per year of study to be completed by Week 3 of each module allowing a retrospective review of learning and feedback from the preceding module. Assessments usually completed/submitted in Week 10 of each module.