



Accounting
Technicians
Ireland

Syllabus Overview

Academic Year 2024 / 2025



Notice to all Students

Please note that in order to progress to the Second Year of our programme you must successfully complete (or be exempted from) at least three First Year subjects, to include both Financial Accounting and Taxation.

It is not possible to commence Second Year until you have fulfilled this requirement.

If you have any queries in this regard, please contact Student Services at **(01) 649 8180** or **students@accountingtechniciansireland.ie**



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Accounting
Technicians
Ireland

First Year Syllabus

Academic Year 2024/2025

- Module Learning Outcomes
- Achievement of Learning Outcomes
- Detailed Curriculum and Proficiency Levels



Financial Accounting

Mandatory Module

Syllabus 2024/2025



Financial Accounting

Overall Module Aim

The aim of this module is to provide learners with an understanding of the principles and concepts of financial accounting, technical competency in double-entry bookkeeping, and preparation of financial statements for specified types of reporting entities.

Syllabus Elements and Weightings

Accounting fundamentals	10%
Accounting for transactions and events	25%
Trial balance, control accounts, reconciliations, and correction of errors	20%
Preparation of basic financial statements	25%
Spreadsheet methods for financial accounting	20%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the purpose and scope of financial accounting.
2. Account for a range of transactions and events.
3. Identify errors and correct them, reconcile bank accounts, and extract a trial balance from an accounting ledger.
4. Prepare basic financial statements for a sole trader, partnership, and limited liability company.
5. Apply basic spreadsheet skills to assist with the preparation of business information.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the purpose and scope of financial accounting

- Explain the objectives of financial accounting.
- Give examples of types of users of accounting information.
- Distinguish between financial accounting and management accounting.
- Explain the main elements of financial statements.
- Identify the contents of a complete set of financial statements.
- Explain the qualitative characteristics of financial statements.
- Distinguish between sole traders, partnerships, and limited liability companies as reporting entities for financial accounting purposes.
- Summarise the regulatory framework that applies to each of sole traders, partnerships, and limited liability companies.
- Explain the meaning of 'true and fair'/'presents fairly'.
- Describe the roles and responsibilities of accountants and auditors.
- Summarise the requirements of reporting entities to maintain adequate accounting records.
- Outline the nature of ethical issues in financial accounting.

2. Account for a range of transactions and events

- Explain how the accounting equation is the basis of double-entry bookkeeping.
- Explain the accruals basis of accounting.
- Demonstrate how books of prime entry, ledger accounts and journals are related to each other.
- Identify the typical source documentation that underpins accounting transactions.
- Apply the principles of double-entry bookkeeping and the accruals basis of accounting to account for a range of transactions and events.

3. Identify errors and correct them, reconcile bank accounts, and extract a trial balance from an accounting ledger

- Prepare control accounts for receivables and payables.
- Prepare bank reconciliation statements.
- Give examples to illustrate how accounting errors can affect the trial balance and/or financial statements.
- Demonstrate by means of accounting journals how accounting errors are corrected (including use of a suspense account where appropriate).
- Extract a trial balance.
- Discuss the limitations of a trial balance.

4. Prepare basic financial statements for a sole trader, partnership, and limited liability company

- Make accounting adjustments to a trial balance.
- Prepare capital accounts, current accounts, and an appropriation account for a partnership.
- Explain how the capital structure of a limited liability company (with equity and debt sources of finance) differs from that of a sole trader or non-incorporated partnership.
- Prepare an income statement, an appropriation account and statement of financial position.
- Explain how the objectives of financial statements of a 'not for profit' entity may differ from those of a profit-oriented entity.
- Demonstrate how the structure and content of financial statements of a 'not for profit' entity can differ from those of a 'profit-oriented' entity.

5. Apply basic spreadsheet methods to assist with preparation of basic financial statements

- Demonstrate how the preparation of basic financial statements is assisted by spreadsheet features and functionality.

Module: Financial Accounting

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Accounting fundamentals (10%)			
<i>Content and scope of accounting</i>			
Explain the nature, scope, and objectives of accounting in general and financial accounting in particular	●		
Give examples of users of accounting information	●		
Distinguish between financial accounting and management accounting	●		
Explain the main elements of financial statements	●		
Identify the contents of a complete set of financial statements	●		
Explain the following qualitative characteristics of financial information: understandability, relevance, materiality, reliability, substance over form, prudence, completeness, comparability, timeliness, cost/benefit trade off.	●		
<i>Types of business entities</i>			
Distinguish between sole traders, partnerships, limited companies, and not for profit reporting entities	●		
Summarise the extant regulatory framework for each type of business entity	●		
Explain the meaning of 'true and fair view'	●		
Outline the common roles and responsibilities of each of accountants and auditors	●		
Outline the nature of ethical issues that can arise in financial accounting	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Accounting for transactions and events (25%)			
<i>Principles of double-entry bookkeeping</i>			
Explain how the accounting equation is the basis of double-entry bookkeeping and the preparation of financial statements	●		
Explain the accruals basis of accounting (as distinct from cash-based accounting)	●		
Explain the principle of offsetting and how it applies to financial accounting	●		
Illustrate the relationship between books of prime entry, ledger accounts, and journals	●		
Identify the typical source documentation that underpins accounting transactions	●		
Summarise the requirements of reporting entities to maintain adequate accounting records	●		
<i>Practise of double-entry bookkeeping</i>			
Account for sales and purchase transactions (including returns, discounts, and VAT)	●	●	
Account for cash and petty cash transactions	●	●	
Account for receivables (including irrecoverable debt write offs) and payables	●	●	
Account for inventories (opening and closing, recognition and measurement)	●	●	
Account for wages, PAYE, PRSI/NIC, USC	●	●	
Account for capital expenditure and revenue expenditure	●	●	
Account for depreciation and disposals of non-current assets	●	●	
Account for period end accruals and prepayments	●	●	

Trial balance, control accounts, reconciliations, and correction of errors (20%)

<i>Trial balance</i>			
Explain the nature and purpose of a trial balance	●		
Demonstrate how to balance ledger accounts and extract a trial balance on a periodic basis	●	●	
Discuss the limitations of a trial balance	●		
<i>Control accounts</i>			
Explain the nature and purpose of control accounts	●		
Prepare control accounts for receivables and payables	●	●	
Prepare control account reconciliations to sub-ledgers for receivables and payables	●	●	
<i>Bank reconciliations</i>			
Explain the nature and purpose of a bank reconciliation	●		
Correct identified cash book errors/ omissions in the context of a bank reconciliation	●	●	
Prepare a bank reconciliation statement	●	●	
<i>Correction of errors</i>			
Summarise the types of accounting errors that arise and the impact on financial statements	●		
Draft journal entries to correct errors	●	●	
Explain the nature and purpose of a suspense account	●		
Account for the creation and subsequent elimination of a suspense account	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Preparation of basic financial statements (25%)			
<i>Sole trader</i>			
Explain the concepts of owner equity capital, profit or loss, and drawings	●		
Prepare an income statement and statement of financial position (or extracts thereof) based on underlying ledger balances (including a trial balance) for a sole trader	●	●	
Account for the following period end adjustments as part of process of preparing a sole trader's financial statements: sales, purchases, cash, petty cash, receivables, payables, inventories, wages and salaries, capital expenditure, revenue expenditure, depreciation, disposals of non-current assets, period end accruals and prepayments, errors/omissions, and reconciliations	●	●	
<i>Limited company</i>			
Explain the main differences between financial statements of (a) sole trader and (b) limited company	●		
Describe the capital structure of a limited company - equity (ordinary share capital, share premium, retained earnings, equity dividend distribution) and debt (loans and debentures)	●		
Account for issues of share capital (potentially at a premium) and equity dividend distributions	●	●	
Account for the issue of a debenture (straight-forward scenario only)	●	●	
Prepare an income statement and statement of financial position (or extracts thereof) based on underlying ledger balances (including a trial balance) for a limited company	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Account for the following period end adjustments as part of process of preparing a limited company's financial statements: sales, purchases, cash, receivables, payables, inventories, capital expenditure, revenue expenditure, depreciation, disposals of non-current assets, period end accruals and prepayments, errors/omissions, reconciliations, share and debenture issues, and dividend distributions	●	●	
<i>Partnerships</i>			
Explain the main differences between financial statements of (a) sole trader and (b) partnerships	●		
Explain the significance of capital accounts, current accounts, and profit appropriation in the context of a partnership	●		
Account for partner profit shares based on specified profit-sharing ratios	●	●	
Prepare an income statement, appropriation account and statement of financial position (or extracts thereof) based on underlying ledger balances (including a trial balance) for a partnership	●	●	
Account for the following period end adjustments as part of process of preparing a partnership's financial statements: sales, purchases, cash, receivables, payables, inventories, capital expenditure, revenue expenditure, depreciation, disposals of non-current assets, period end accruals and prepayments, errors/omissions, reconciliations, profit-sharing arrangements, and appropriations	●	●	
<i>Not for profit entities</i>			
Explain the objectives of financial statements for 'not for profit' entities (including consideration of the meaning of equity)	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Prepare a receipts and payments account or an income and expenditure account and a statement of accumulated fund for a 'not for profit' entity based on underlying ledger balances	●	●	
Account for subscription income (including prepayments and accruals)	●	●	
Spreadsheet Skills (MS Excel)			
Investigate a range of uses for spreadsheets generally and financial accounting specifically	●	●	
Name and store a spreadsheet file in accordance with a specific naming convention	●	●	
Enter data accurately (manually enter data, link cells within and across worksheets, remove duplications)	●	●	
Update existing data or parameters accurately and efficiently	●	●	
Use a range of appropriate formatting tools to aid understanding and to present accounting information effectively (see Excel skills list)	●	●	
Use a range of formulas to manipulate and analyse the data (see Excel skills list)	●	●	
Use a range of mathematical and logical functions (see Excel skills list)	●	●	
Use formula auditing and error checking tools	●	●	
Use data validation to restrict editing	●	●	
Protect cells and worksheets	●	●	
Use passwords	●	●	
Develop a spreadsheet for a financial accounting purpose	●	●	

MS EXCEL SKILLS

Design and format	Validity and accuracy
Column width and row height	Check validity of results
Cell fill colour	Check links
Copy and paste, cut, and paste	Data validation
Font type and colour, size, bold, italics	Error checking
Find and replace	Removal of duplicates
Freezing rows and columns	Functions
Headers and footers	NOW
Hiding and unhiding rows and columns	SUM
Hiding and showing formulas	TODAY
Insert rows and columns	COUNT
Locking and unlocking cells	COUNTA
Naming and re-naming worksheets	COUNTIF
Password protection of a worksheet/range of cells	IF
Page orientation	LOOKUP
Page setup	AVERAGE
Renaming files	MAX
Saving as csv, PDF, xlsx	MIN
Spell check	ROUNDUP
Wrapping text	ROUNDDOWN
Data	Formulas
Cell referencing	Add, subtract, multiply, divide
Linking data across several worksheets	



Taxation Northern Ireland

Mandatory Module

Syllabus 2024/2025



Taxation (Northern Ireland)

Overall Module Aim

The aim of this module is to provide learners with understanding of and applied technical skills in personal taxation and business taxation.

Syllabus Elements and Weightings

Administration and Procedures	20%
Personal Taxation	40%
Payroll Administration	20%
Business Taxation (Value Added Tax and Construction Industry Scheme)	20%
	<hr/>
	100%
	<hr/>

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the principles and administration of taxation in Northern Ireland.
2. Apply the principles and rules that govern income tax in Northern Ireland.
3. Apply the principles and rules that govern payroll administration in Northern Ireland.
4. Apply the principles and rules of Value Added Tax (VAT) in Northern Ireland.
5. Understand the Construction Industry Scheme (CIS) as it is operated in Northern Ireland.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the principles and administration of taxation in Northern Ireland

- Outline the main sources of the tax principles and rules that underpin the taxation system.
- Identify the types of direct and indirect taxation.
- Outline each of the PAYE and the self-assessment systems of income tax.
- Describe the role of the HM Revenue and Customs (HMRC).
- Outline the ethical considerations for accountancy professionals that can arise in the context of taxation.

2. Apply the principles and rules that govern income tax in Northern Ireland

- Specify the relevant scope and basis of assessment for each of earned income (from employment and self-employment), income from savings, dividend income, and rental income.
- Explain the circumstances in which benefits in kind arise.
- Calculate taxable income for an individual (including assessable income for a sole trader and a professional).
- Calculate basic capital allowances for a self-employed individual.
- Apply relevant tax reliefs and allowances.
- Explain the scope of NIC for classes 1, 2 and 4.
- Calculate NIC liability for an individual.
- Prepare personal income tax computations for individuals including use of the marriage allowance when applicable.

3. Apply the principles and rules that govern payroll administration in Northern Ireland

- Explain the scope and operation of the 'Pay As You Earn' (PAYE) system.
- Apply the rules of the Northern Ireland PAYE system, including the taxation of benefits.
- Compare the tax consequences of employment and self-employment.
- Outline the obligations of employers under the PAYE system.
- Distinguish between the 'cumulative' and 'week1/month 1' bases of PAYE calculations.
- Calculate take home pay for an employee under the PAYE system.

4. Apply the principles and rules of Value Added Tax (VAT) in Northern Ireland

- Explain the scope and operation of the VAT system as it applies to commercial transactions.
- Explain 'taxable person' and 'taxable supply'.
- Calculate a VAT liability for a taxable person.
- Outline the administrative aspects of remaining tax compliant regarding VAT.

5. Understand the Construction Industry Scheme (CIS) as it is operated in Northern Ireland

- Explain the obligations of a principal contractor regarding payments to sub-contractors.
- Outline the administrative requirements to remain tax compliant regarding CIS.

Module: Taxation (NI)

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Administration and procedures (20%)			
<i>The Northern Ireland taxation system</i>			
Explain the rationale for taxation	●		
Outline the sources of tax law	●		
Identify the types of direct taxation and indirect taxation	●		
Outline the administrative role and powers of HM Revenue and Customs (HMRC)	●		
Describe the administration of the PAYE system of income tax (from HMRC perspective)	●		
Describe the administration of the self-assessment taxation system as it applies to individuals	●		
Outline the main features of HMRC's 'Making Tax Digital' initiative	●		
<i>Ethics and taxation</i>			
Outline ethical issues that can arise in the context of taxation	●		
Personal taxation (40%)			
<i>Earned income, savings income, dividend income, rental income</i>			
Specify the scope and basis of assessment for earned income	●		
Calculate assessable employment income (including allowable deductions, travel expenses and when employee income is taxed)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the adjustments to accounting profit for the purpose of calculating tax adjusted profit	●		
Describe the relief that is available in respect of pre-trading expenses	●		
Calculate assessable self-employment income for a trade/profession	●	●	
Explain the implications of Basis Period Reform	●	●	
<i>Capital allowances</i>			
Describe 'plant and machinery' for capital allowances purposes	●	●	
Explain the criteria for claiming capital allowances	●	●	
Explain 'written down allowances', 'annual investment allowance', 'balancing allowances/charges'	●	●	
Calculate written down allowances (main pool only, excludes motor vehicles), annual investment allowances, and balancing allowances/charges (straightforward scenarios only)	●	●	
Calculate written down values	●	●	
Specify the scope and basis of assessment for savings income	●		
Calculate assessable savings income	●	●	
Specify the scope and basis of assessment for dividend income	●		
Calculate assessable dividend income	●	●	
Specify the scope and basis of assessment for rental income	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate assessable rental income (including deductible and non-deductible expenses, property allowance, pre-letting expenses, and rent a room relief)	●	●	
Explain the nature and scope of benefits in kind (both exempt and taxable): vouchers, accommodation, general business expenses, company cars and vans, fuel benefit, private use of employer assets, preferential loans	●		
Calculate benefits in kind for inclusion in a calculation of assessable income: vouchers, accommodation, general business expenses, company cars and vans, fuel benefit, private use of employer assets, preferential loans	●	●	
Give examples of exempt income	●		
Describe how certain payments and gifts qualify for tax relief (including gross interest paid on eligible loans, copyright royalties, patent royalties, gifts of shares or property to charity)	●		
Explain allowances (including personal, blind person's, married couple, transfer of marriage allowance, trade income allowance, property income allowance)	●		
Explain the rate band system (including extension of the basic rate band arising from personal pension contributions and gift aid donations)	●		
Explain the tax treatment of joint income	●		
<i>National Insurance Contributions (NIC)</i>			
Explain the nature and scope of NIC	●		
Distinguish between Primary and Secondary Class 1 NIC in respect of employees	●		
Calculate Primary and Secondary Class 1 NIC liabilities	●	●	
Describe Class 1A NIC in respect of BIKs	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Describe Class 2 and Class 4 NIC in respect of self-employed individuals	●		
Calculate Class 2 and Class 4 NIC liabilities	●	●	
<i>Income tax computations</i>			
Prepare an income tax computation, or part thereof, for an individual who is tax resident in Northern Ireland (including NIC liability)	●	●	
Prepare an income tax computation, or part thereof, for a married couple/civil partnership (including NIC liability)	●	●	
Payroll administration (20%)			
Describe the tax consequences of being employed or self-employed	●		
Outline the responsibilities of employers and individuals regarding the PAYE system	●		
Identify the type of income that are assessable under the PAYE system	●		
Explain tax codes (cumulative, non-cumulative, implications of BIKs and under/overpayments of tax)	●		
Calculate take home pay for an employee (including NIC liability)	●	●	
Business Taxation - Value Added Tax (VAT) (20%)			
<i>Principles of VAT</i>			
Explain the nature and scope of VAT	●		
Outline the circumstances in which there is a charge to VAT	●		
Identify the applicable rates of VAT	●		
List the main zero-rated, exempt, and reduced rate supplies	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Describe the administration of the VAT system by HMRC	●		
Set out the requirements regarding registration (including election to register) and de-registration of taxable persons	●		
Explain the meaning of exempt status in the context of VAT (as distinct from zero-rated)	●		
Explain the meaning of taxable supplies of goods and services (including self-supply)	●		
Describe the place of supply rules for goods and services	●		
<i>Administration of VAT</i>			
Describe the administration of the VAT system by HMRC (include online filing)	●		
Outline ongoing obligations to remain VAT compliant (VAT records, filing and payment requirements, consequences of non-compliance)	●		
List the requirements of a valid VAT invoice	●		
<i>VAT calculations and accounting for VAT</i>			
Calculate the amount of VAT that applies to a taxable supply of goods or services	●	●	
Explain input VAT and the circumstances in which it may be claimed	●		
Explain non-deductible VAT	●		
Describe the methods of accounting for VAT (including invoice basis, cash basis, annual basis, flat-rate scheme, substantial traders)	●		
Explain the VAT consequences of a multiple supply and a mixed supply	●	●	
Describe the VAT treatment of gifts, vouchers, prompt payment discounts, irrecoverable debts, motor expenses	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the VAT treatment of imports and exports	●		
Explain the significance of the tax point in the context of VAT	●		
Prepare a VAT liability computation, or part thereof, (including output VAT, input VAT, non-deductible VAT)	●	●	
Business Taxation - Construction Industry Scheme (CIS)			
Explain the obligations of a principal contractor regarding payments to sub-contractors	●	●	
Outline the administrative requirements to remain tax compliant regarding CIS	●	●	



Taxation Republic of Ireland

Mandatory Module

Syllabus 2024/2025



Taxation (Republic of Ireland)

Overall Module Aim

The aim of this module is to provide learners with understanding of and applied technical skills in personal taxation and business taxation.

Syllabus Elements and Weightings

Administration and Procedures	20%
Personal Taxation	40%
Payroll Administration	20%
Business Taxation (Value Added Tax and Relevant Contracts Tax)	20%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the principles and administration of taxation in the Republic of Ireland.
2. Apply the principles and rules that govern income tax in the Republic of Ireland.
3. Apply the principles and rules that govern payroll administration in the Republic of Ireland.
4. Apply the principles and rules of Value added Tax (VAT) in the Republic of Ireland.
5. Understand Relevant Contracts Tax (RCT) as it is applied in the Republic of Ireland.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the principles and administration of taxation in the Republic of Ireland

- Outline the main sources of the tax principles and rules that underpin the taxation system.
- Identify the types of direct and indirect taxation.
- Outline each of the PAYE and the self-assessment systems of income tax.
- Describe the role and powers of the Office of the Revenue Commissioners.
- Outline the ethical considerations for accounting professionals that can arise in the context of taxation.

2. Apply the principles and rules that govern income tax in the Republic of Ireland

- Specify the relevant scope and basis of assessment for each of Schedule D, E and F income.
- Explain the circumstances in which benefits in kind arise.
- Compare assessment options applicable to married couples/civil partnerships.
- Calculate taxable income for Schedules D, E and F classes of income for an individual and a married couple/civil partnership.
- Apply relevant tax credits, deductions, reliefs, allowances, and exemptions.
- Calculate basic capital allowances for a self-employed individual.
- Explain the scope of PRSI for classes A and S.
- Explain the scope of USC.
- Calculate PRSI and USC liabilities for individuals.
- Prepare personal income tax computations for an individual and a married couple/civil partnership (including PRSI and USC liabilities).

3. Apply the principles and rules that govern payroll administration in the Republic of Ireland

- Explain the scope and operation of the 'Pay As You Earn' (PAYE) system.
- Apply the rules of the Republic of Ireland PAYE system, including the taxation of benefits.
- Compare the tax consequences of employment and self-employment.
- Outline the obligations of employers under the PAYE system.
- Distinguish between the 'cumulative', 'week1/month 1', and 'emergency' bases of PAYE calculations.
- Calculate take home pay for an employee under the PAYE system (including PRSI and USC liabilities).

4. Apply the principles and rules of Value Added Tax (VAT) in the Republic of Ireland

- Explain the scope and operation of the VAT system as it applies to commercial transactions.
- Explain 'taxable person' and 'taxable supply'.
- Calculate a VAT liability for a taxable person.
- Outline the administrative requirements to remain tax compliant regarding VAT.

5. Understand Relevant Contracts Tax (RCT) as it is operated in the Republic of Ireland

- Explain the obligations of a principal contractor regarding payments to sub-contractors.
- Outline the administrative requirements to remain tax compliant regarding RCT.

Module: Taxation (ROI)

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Administration and procedures (20%)			
<i>The Irish taxation system</i>			
Explain the rationale for taxation	●		
Outline the main sources of tax law	●		
Identify the types of direct taxation and indirect taxation	●		
<i>Office of the Revenue Commissioners</i>			
Outline the administrative role and power of the Office of the Revenue Commissioners (including Inspector of Taxes and Collector General)	●		
Describe the administration of the PAYE system of income tax (from Revenue perspective)	●		
Describe the administration of the self-assessment taxation system as it applies to individuals (including pay and file requirements)	●	●	
Describe the nature and administration of withholding taxes (DIRT, professional services withholding tax, dividend withholding tax)	●		
Outline the main features of the Revenue Online System (ROS)	●		
Describe the investigative roles and powers of the Office of the Revenue Commissioners (including main procedures relating to each of revenue audits/enquiries, appeals and disputes)	●		
Outline the nature and purpose of a tax clearance certificate (including criteria to obtain a tax clearance certificate)	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the penalties for non-compliance with tax obligations	●		
<i>Ethics and taxation</i>			
Outline ethical issues that can arise in the context of taxation	●		
Personal taxation (40%)			
<i>Schedules D, E and F incomes</i>			
Specify the scope and basis of assessment for each of Schedules D, E and F incomes	●		
Explain the adjustments to profits for Schedule D Case I/II purposes	●		
Describe the relief that is available in respect of pre-trading expenses	●		
Calculate tax adjusted profits for a continuing trade/profession (Schedule D Case I/II)	●	●	
Calculate assessable income for a trade/profession (Schedule D Case I/II) for the first three years after commencement	●	●	
Calculate assessable income for a trade/profession (Schedule D Case I/II) for the two years prior to cessation	●	●	
Calculate assessable income for a trade/profession (Schedule D Case I/II) for a short-lived business	●	●	
<i>Capital Allowances</i>			
Describe 'plant and machinery' for capital allowances purposes	●	●	
Explain the criteria for claiming capital allowances	●	●	
Calculate wear and tear allowances (motor vehicles excluded, short basis periods excluded)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate tax written down values	●	●	
Calculate balancing allowances and balancing charges (straightforward scenarios only)	●	●	
Calculate assessable income under Schedule D Case III (including UK dividends)	●	●	
Calculate assessable income under Schedule D Case IV (including income received net of DIRT)	●	●	
Calculate assessable income under Schedule D Case V (including allowable expenses, pre-letting expenses, and rent a room relief)	●	●	
Calculate assessable income under Schedule E (including expenses)	●	●	
Calculate assessable income under Schedule F (including calculation and administration of dividend withholding tax)	●	●	
Explain the nature and scope of benefits in kind (both exempt and taxable): motor vehicles, accommodation, preferential loans, childcare facilities, provision of service or payment of expenses by employer	●		
Calculate benefits in kind for inclusion in a calculation of assessable income under Schedule E: motor vehicles, accommodation, preferential loans, childcare facilities, provision of service by employer, or payment of expenses by employer	●	●	
Give examples of exempt income	●		
Explain tax bands and standard rate cut off point	●		
Explain tax credits (non-refundable): personal, single person child carer, widowed parent, home carer, age, blind person, PAYE employee, earned income, incapacitated child, dependent relative, fees for third level education, medical expenses	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain tax credits (refundable): PAYE paid, dividend withholding tax, professional services withholding tax, relevant contracts tax, deed of covenant, deposit interest retention tax	●		
Explain charges, allowances, and other tax reliefs: deed of covenant, permanent health insurance, charitable donations, pension contributions, tax relief at source	●		
Explain the bases upon which the taxation of married couples/civil partnerships may be assessed (single assessment, separate assessment, joint assessment)	●		
Calculate year of marriage relief	●	●	
<i>Pay Related Social Insurance (PRSI)</i>			
Explain the nature and scope of PRSI (including its administration)	●		
Calculate PRSI liabilities for Class A and Class S individuals	●	●	
<i>Universal Social Charge (USC)</i>			
Explain the nature and scope of USC (including its administration)	●		
Calculate USC liabilities for individuals	●	●	
<i>Income tax computations</i>			
Prepare an income tax computation, or part thereof, for an individual who is tax resident in Republic of Ireland (including PRSI and USC liabilities)	●	●	
Explain the circumstances in which individuals are exempt from income tax	●		
Calculate marginal relief where income exceeds the thresholds for being exempt	●	●	
Prepare an income tax computation, or part thereof, for a married couple/civil partnership (including PRSI and USC liabilities, and including year of marriage relief)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Payroll administration (20%)			
Describe the tax consequences of being employed or self-employed	●		
Outline the responsibilities of employers and individuals regarding the PAYE system	●		
Identify the types of income that are assessable under the PAYE system	●		
Explain the cumulative, non-cumulative, and emergency methods of calculating tax under the PAYE system	●		
Calculate take home pay for an employee (including PRSI and USC liabilities)	●	●	
Business Taxation - Value Added Tax (20%)			
<i>Principles of VAT</i>			
Explain the nature and scope of VAT	●		
Outline the circumstances in which there is a charge to VAT	●		
Identify the applicable rates of VAT	●		
List the main zero-rated, exempt, and reduced rate supplies	●		
Explain taxable persons (including requirements to register and election to register)	●		
Explain the meaning of exempt status (as distinct from zero-rated)	●		
Explain taxable supplies of goods and services (including self-supply)	●		
Describe the place of supply rules for goods and services	●		
<i>VAT administration</i>			
Describe the administration of the VAT system by the Revenue Commissioners (include VAT3, RTD, and reduced frequency of filing)	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline ongoing obligations to remain VAT compliant (VAT records, pay/file requirements, consequences of non-compliance)	●		
List the requirements for a valid invoice	●		
<i>VAT calculations and accounting for VAT</i>			
Calculate the amount of VAT that applies to a taxable supply of goods or services	●	●	
Explain input VAT and the circumstances in which it may be claimed	●		
Explain non-deductible VAT	●		
Describe the methods of accounting for VAT (including invoice basis, cash basis, annual basis)	●		
Explain the VAT consequences of a multiple supply and a composite supply	●	●	
Explain the two thirds rule	●	●	
Describe the VAT treatment of gifts and bad/irrecoverable debts	●	●	
Outline the VAT treatment of imports, exports, and trading within the European Union	●		
Prepare a VAT liability computation, or part thereof (including consideration of output VAT, input VAT, non-deductible VAT, and goods acquired from other European Union member states)	●	●	
Business Taxation - Relevant Contracts Tax (RCT)			
Explain the obligations of a principal contractor regarding payments to sub-contractors.	●	●	
Outline the administrative requirements to remain tax compliant regarding RCT.	●	●	



Business Law Northern Ireland

Mandatory Module

Syllabus 2024/2025



Business Law (Northern Ireland)

Overall Module Aim

The aim of this module is to provide learners with an understanding of the key concepts and fundamental principles of law in the context of business and commercial activities.

Syllabus Elements and Weightings

Introduction to law	20%
Company law and partnership law	50%
Contract, commercial, data protection, and other relevant law	30%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the principles of law and the framework within which law operates in Northern Ireland.
2. Understand the principles of company law and partnership law in Northern Ireland.
3. Understand the principles of the laws of contract, tort, employment, agency, consumer, and data protection in Northern Ireland.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the principles of law and the framework within which law operates in Northern Ireland

- Summarise the main sources of law.
- Describe the institutions of the European Union.
- Distinguish between civil law and criminal law.
- Outline the structure and jurisdiction of the UK Courts.

2. Understand the principles of company law and partnership law in Northern Ireland

- Outline the legal frameworks that apply to different types of business entities: sole traders, partnerships, and limited liability companies.
- Summarise the administrative procedures required to form a limited liability company.
- Outline the consequences of incorporation.
- Explain the respective roles and responsibilities of company directors, company secretary, and external auditors.
- Describe the procedures to appoint or remove a company director or an external auditor.
- Explain the corporate requirement to submit an annual return.
- Outline the main types of company meetings and the main procedures at those meetings.
- Compare the legal consequences of equity and debt sources of corporate finance.
- Describe the legal consequences of each of administration and liquidation of a company.
- Explain fraudulent trading and wrongful trading.
- Explain money laundering.

3. Understand the principles of the laws of contract, tort, employment, agency, consumer, and data protection in Northern Ireland

- Summarise the legal principles that underpin the formation of a contract, terms of a contract and discharge of a contract.
- Outline the general principles of negligence, including remedies and defences.
- Distinguish between a contract for service and a contract of service.
- Compare wrongful, unfair, and constructive dismissals.
- Outline the legal consequences of redundancy.
- Summarise the legal principles that underpin the creation of an agency, the rights and duties of an agent, and the termination of an agency arrangement.
- Describe the primary elements of the Consumer Rights Act 2015.
- Explain the principles of data protection.
- Describe the rights of data subjects, and the obligations of each of data controllers and data processors.
- Explain the role of the Information Commissioner.
- Outline the sanctions for breaches of data protection legislation.

Module: Business Law (NI)

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Introduction to law (20%)			
<i>Sources of law</i>			
Summarise the main sources of law in Northern Ireland (including Acts of Parliament, European law, international treaties, and conventions)	●		
Describe the main institutions of the European Union	●		
Describe how European law is enacted and how it became authoritative in Northern Ireland	●		
Describe the consequences of the departure of the UK from the European Union in terms of authoritative sources of law in Northern Ireland	●		
Distinguish between civil law and criminal law	●		
Outline the structure and jurisdiction of the Northern Ireland Courts	●		
Company law (incorporating partnership law) (50%)			
<i>Introduction</i>			
Provide an overview of legal frameworks that apply to different types of business entities: sole traders, partnerships, and limited liability companies	●		
<i>Company formation</i>			
Summarise the administrative procedures required to form a limited liability company	●		
Describe the constitutional documents that apply to a newly formed limited liability company	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the legal consequences of incorporation as a company	●		
<i>Company management</i>			
Summarise the main types of directors (executive, non-executive, <i>de jure/de facto</i> , shadow, managing director, anyone who may bind the company)			
Describe the procedures required to appoint or remove a company director	●		
Explain the primary roles and responsibilities of company directors	●		
Describe the statutory role of an external auditor	●		
Describe the procedures required to appoint or remove an external auditor	●		
Explain the roles and responsibilities of a company secretary	●		
Explain the corporate requirement to prepare and submit an annual return	●		
<i>Company meetings</i>			
Distinguish between the main types of company meetings: Directors', Annual General Meeting, Extraordinary General Meeting	●		
Describe the main criteria for valid company meetings: chairperson, quorum, and minutes	●		
Outline the main differences between ordinary and special resolutions	●		
Describe the common voting procedures at company meetings	●		
<i>Company finance</i>			
Describe the common types of equity finance: ordinary shares, preference shares, redeemable shares	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the concept of capital maintenance	●		
Explain the rules that apply to the distribution of ordinary dividends	●		
Describe the common types of debt finance: term loan, debentures, bonds	●		
Compare the legal consequences of equity and debt sources of corporate finance	●		
Explain the concept of a company charge (including the differences between fixed and floating charges)	●		
<i>Company conclusion and administration</i>			
Explain the meaning of liquidation, compulsory liquidation, and voluntary liquidation	●		
Explain the grounds for and the procedures involved in a compulsory liquidation	●		
Explain the procedures involved in each of a members' voluntary liquidation and a creditors' voluntary liquidation	●		
Specify the order in which company debts are paid off in a liquidation	●		
Explain how a liquidator's appointment typically concludes	●		
Explain the meaning of administration	●		
Explain how an administrator is typically appointed and how an administration is concluded	●		
Outline the main powers and duties of an appointed administrator	●		
Describe the effect of an administration on a company	●		
Describe the eligibility requirements to be appointed as either a liquidator or administrator	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Corporate offences</i>			
Explain the nature of each of fraudulent and wrongful trading	●		
Define 'insider dealing'.	●		
Explain the typical characteristics of money laundering	●		
Outline the sanctions applicable to each of fraudulent trading, wrongful trading, insider dealing and money laundering	●		
<i>Partnerships</i>			
Outline the main features of each of the Partnership Act 1890, Limited Partnership Act 1907, and Limited Liability Partnership Act 2000	●		
Contract, commercial, data protection, and other relevant law (30%)			
<i>Law of contract</i>			
Explain the nature of a contract	●		
Distinguish an 'offer' from an 'invitation to treat'	●		
Explain the termination of an offer	●		
Explain the meaning and consequence of 'acceptance'	●		
Explain 'consideration' (including adequacy and sufficiency)	●		
Explain the significance of 'intention to create relations'	●		
Explain the significance of each of express terms, implied terms, and exclusion clauses	●		
Explain the ways in which a contract may be discharged	●		
Explain the meaning and effect of a breach of contract	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the remedies available for a breach of contract	●		
Summarise the rules relating to the award of damages	●		
<i>Law of tort</i>			
Explain the meaning of tort generally and the tort of negligence specifically	●		
Explain the concepts of duty of care and vicarious liability	●		
Explain the meaning of causation and remoteness of damage	●		
Discuss possible defences against accusations of negligence	●		
Outline the remedies that are available in tort	●		
Discuss the duty of care that applies to accountancy professionals	●		
<i>Employment law</i>			
Distinguish between contracts of services and contracts for services	●		
Explain the nature of a contract of employment including the core terms of such a contract	●		
Explain termination of employment	●		
Distinguish between summary and constructive dismissal	●		
Explain wrongful dismissal	●		
Explain unfair dismissal	●		
Summarise fair and unfair reasons for dismissal	●		
Outline the duty to follow fair procedures for dismissal	●		
Explain the remedies available for unfair dismissal	●		
Explain the meaning of redundancy	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
State employee rights in the circumstance of redundancy	●		
Explain the right to claim unfair dismissal in redundancy cases	●		
<i>Law of agency</i>			
Define the role of the agent (with reference to partners and company directors to act as agents)	●		
Explain the formation of an agency relationship	●		
Describe the duties, rights, and authority of an agent in an agency relationship	●		
Explain the potential liability of the principal and agent in an agency relationship	●		
Describe the methods by which an agency relationship is terminated	●		
<i>Consumer law</i>			
Explain the nature and purpose of consumer law	●		
Describe the main features of the Consumer Rights Act 2015	●		
<i>Data protection law</i>			
Explain the fundamental principles of data protection	●		
Summarise the development of data protection legislation (including GDPR)	●		
Explain the meaning of 'data', 'data subject', 'data controller', and 'data processor'	●		
Outline the rights of a data subject	●		
Outline the obligations of a data controller	●		
Describe the role and powers of the Information Commissioner	●		
Summarise the offences, penalties and sanctions that can apply under data protection legislation	●		



Business Law Republic of Ireland

Mandatory Module

Syllabus 2024/2025



Business Law (Republic of Ireland)

Overall Module Aim

The aim of this module is to provide learners with an understanding of the key concepts and fundamental principles of law in the context of business and commercial activities.

Syllabus Elements and Weightings

Introduction to law	20%
Company law and partnership law	50%
Contract, commercial, data protection, and other relevant law	30%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the principles of law and the framework within which law operates in the Republic of Ireland.
2. Understand the principles of company law and partnership law in the Republic of Ireland.
3. Understand the principles of the laws of contract, tort, employment, agency, consumer, and data protection in the Republic of Ireland.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the principles of law and the framework within which law operates in the Republic of Ireland

- Summarise the main sources of law.
- Describe the institutions of the European Union.
- Distinguish between civil law and criminal law.
- Outline the structure and jurisdiction of the Irish Courts.

2. Understand the principles of company law and partnership law in the Republic of Ireland

- Outline the legal frameworks that apply to different types of business entities: sole traders, partnerships, and limited liability companies.
- Summarise the administrative procedures required to form a limited liability company
- Outline the consequences of incorporation.
- Explain the respective roles and responsibilities of company directors, company secretary, and external auditors.
- Describe the procedures to appoint or remove a company director or an external auditor.
- Explain the corporate requirement to submit an annual return.
- Outline the main types of company meetings and the main procedures at those meetings.
- Compare the legal consequences of equity and debt sources of corporate finance.
- Describe the legal consequences of each of examinership, receivership and liquidation of a company.
- Explain fraudulent trading and reckless trading.
- Explain money laundering.

3. Understand the principles of the laws of contract, tort, employment, agency, consumer, and data protection in the Republic of Ireland

- Summarise the legal principles that underpin the formation of a contract, terms of a contract, and discharge of a contract.
- Outline the general principles of negligence, including remedies and defences.
- Distinguish between a contract for service and a contract of service.
- Compare wrongful, unfair, and constructive dismissals.
- Outline the legal consequences of redundancy.
- Summarise the legal principles that underpin the creation of an agency, the rights and duties of an agent, and the termination of an agency arrangement.
- Describe the primary elements of the Consumer Rights Act, in the context of sale of goods and supply of services contracts, as well as the Consumer Protection Act 2007.
- Explain the principles of data protection.
- Describe the rights of data subjects, and the obligations of data controllers and data processors.
- Explain the role of the Data Protection Commissioner.
- Outline the sanctions for breaches of data protection legislation.

Module: Business Law (ROI)

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Introduction to law (20%)			
<i>Sources of law</i>			
Describe the role of the Irish Constitution	●		
Summarise the main sources of law in the Republic of Ireland (including the Constitution, legislation (primary and secondary) and case law)	●		
Describe the main institutions of the European Union	●		
Describe how European law is enacted and how it becomes authoritative in the Republic of Ireland	●		
Distinguish between civil law and criminal law	●		
Outline the structure and jurisdiction of the Irish Courts	●		
Company law (incorporating partnership law) (50%)			
<i>Introduction</i>			
Provide an overview of legal frameworks that apply to different types of business entities: sole traders, partnerships, and limited liability companies	●		
<i>Company formation</i>			
Summarise the administrative procedures required to form a limited liability company (including LTD, DAC, and plc)	●		
Describe the constitutional documents that apply to a newly formed limited liability company	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the legal consequences of incorporation as a company	●		
<i>Company management</i>			
Summarise the main types of directors (executive, non-executive, <i>de jure/de facto</i> , shadow, managing director, anyone who may bind the company)	●		
Describe the procedures required to appoint or remove a company director	●		
Explain the primary roles and responsibilities of company directors (including directors' dealings, loans, and disclosable interests)	●		
Describe the statutory role of an external auditor	●		
Describe the procedures required to appoint or remove an external auditor	●		
Explain the roles and responsibilities of a company secretary	●		
Explain the corporate requirement to prepare and submit an annual return	●		
<i>Company meetings</i>			
Distinguish between the main types of company meetings: Directors', Annual General Meeting, Extraordinary General Meeting	●		
Describe the main criteria for valid company meetings: chairperson, quorum, and minutes	●		
Outline the main differences between ordinary and special resolutions	●		
Describe the common voting procedures at company meetings	●		
<i>Company finance</i>			
Describe the common types of equity finance: ordinary shares, preference shares, redeemable shares	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the concept of capital maintenance	●		
Explain the rules that apply to the distribution of ordinary dividends	●		
Describe the common types of debt finance: term loan, debentures, bonds	●		
Compare the legal consequences of equity and debt sources of corporate finance	●		
Explain the concept of a company charge (including the differences between fixed and floating charges)	●		
<i>Company conclusion and examinership</i>			
Explain the meaning of liquidation, compulsory liquidation, and voluntary liquidation	●		
Explain the grounds for and the procedures involved in a compulsory liquidation	●		
Explain the procedures involved in each of a members' and creditors' voluntary liquidation	●		
Specify the order in which company debts are paid off in a liquidation	●		
Explain how a liquidator's appointment typically concludes	●		
Explain the meaning of receivership	●		
Explain how a receiver is typically appointed and subsequently removed	●		
Outline the main powers and duties of an appointed receiver	●		
Describe the effect of a receivership on a company	●		
Explain the meaning of examinership	●		
Explain how an examiner is typically appointed and how an examinership is concluded	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the main powers and duties of an appointed examiner	●		
Describe the effect of an examinership on a company	●		
Describe the eligibility requirements to be appointed as either a liquidator, receiver, or examiner	●		
<i>Corporate offences</i>			
Explain the nature of each of fraudulent and reckless trading	●		
Define 'insider trading'.	●		
Explain the typical characteristics of money laundering	●		
Outline the sanctions applicable to each of fraudulent trading, reckless trading, insider trading and money laundering	●		
<i>Partnerships</i>			
Outline the main features of each of the Partnership Act 1890 and Limited Partnership Act 1907	●		
Contract, commercial, data protection, and other relevant law (30%)			
<i>Law of contract</i>			
Explain the nature of a contract	●		
Distinguish an 'offer' from an 'invitation to treat'	●		
Explain the termination of an offer	●		
Explain the meaning and consequence of 'acceptance'	●		
Explain 'consideration' (including adequacy and sufficiency)	●		
Explain the significance of 'intention to create relations'	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the significance of each of express terms, implied terms, and exclusion clauses	●		
Explain the ways in which a contract may be discharged	●		
Explain the meaning and effect of a breach of contract	●		
Outline the remedies available for a breach of contract	●		
Summarise the rules relating to the award of damages	●		
<i>Law of tort</i>			
Explain the meaning of tort generally and the tort of negligence specifically	●		
Explain the concepts of duty of care and vicarious liability	●		
Explain the meaning of causation and remoteness of damage	●		
Discuss possible defences against accusations of negligence	●		
Outline the remedies that are available in tort	●		
Discuss the duty of care that applies to accountancy professionals	●		
<i>Employment law</i>			
Distinguish between contracts of services and contracts for services	●		
Explain the nature of a contract of employment including the core terms of such a contract	●		
Explain termination of employment	●		
Distinguish between summary and constructive dismissal	●		
Explain wrongful dismissal	●		
Explain unfair dismissal	●		
Summarise fair and unfair reasons for dismissal	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the duty to follow fair procedures for dismissal	●		
Explain the remedies available for unfair dismissal	●		
Explain the meaning of redundancy	●		
State employee rights in the circumstance of redundancy	●		
Explain the right to claim unfair dismissal in redundancy cases	●		
<i>Law of agency</i>			
Define the role of the agent (with reference to partners and company directors to act as agents)	●		
Explain the formation of an agency relationship	●		
Describe the duties, rights, and authority of an agent in an agency relationship	●		
Explain the potential liability of the principal and agent in an agency relationship	●		
Describe the methods by which an agency relationship is terminated	●		
<i>Consumer law</i>			
Explain the nature and purpose of consumer law	●		
Describe the main features of the Consumer Rights Act 2022, in the context of both sale of goods and supply of services contracts	●		
Describe the main features of the Consumer Protection Act 2007	●		
<i>Data protection law</i>			
Explain the fundamental principles of data protection	●		
Summarise the development of data protection legislation in the Data Protection Acts 1988 - 2018 (including GDPR)	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the meaning of 'data', 'data subject', 'data controller', and 'data processor'	●		
Outline the rights of a data subject	●		
Outline the obligations of a data controller	●		
Describe the role and powers of the Data Protection Commissioner	●		
Summarise the offences, penalties and sanctions that can apply under data protection legislation	●		

A close-up photograph of a middle-aged Black man with short hair and glasses, wearing a light pink button-down shirt. He is looking down and to the left, focused on a document or task. The background is softly blurred, showing what appears to be an office or classroom setting with a window. A large, semi-transparent purple graphic overlay covers the left side and bottom of the image, containing the text.

Business Management

Mandatory Module

Syllabus 2024/2025



Business Management

Overall Module Aim

The aim of this module is to provide learners with knowledge and understanding of business organisations and functions, information systems in business organisations, modern management, leadership, corporate governance, professional ethics, and corporate social responsibility.

Syllabus Elements and Weightings

Business organisations, business functions, organisational training and development	20%
Leadership, management, and personal effectiveness	25%
Information systems in business organisations	20%
Corporate governance, social responsibility, and professional ethics	35%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand business organisations, business functions, organisational training and development.
2. Understand leadership, management, and personal effectiveness.
3. Understand information systems in business organisations with a particular focus on accounting information systems.
4. Understand corporate governance, social responsibility, and professional ethics.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand business organisations, business functions, organisational training and development

- Describe types of business organisational structures.
- Give examples of business organisation stakeholders.
- Explain typical functions in business organisations.
- Explain training and development processes in business organisations.
- Outline the nature and purpose of performance appraisal in business organisations.

2. Understand leadership, management, and personal effectiveness

- Describe the nature of management.
- Describe leadership styles.
- Explain how leadership styles can affect business organisations.
- Outline individual, group, and team dynamics in business organisations.
- Explain how individuals and groups are motivated.
- Explain the nature and meaning of personal effectiveness in the workplace.

3. Understand information systems in business organisations with a particular focus on accounting information systems

- Outline the functions of information systems.
- Explain the relationships between information systems and business functions.
- Outline how data sets are used in business organisations.
- Explain accounting as an information system.
- Describe the evolution of accounting software applications.
- Describe the purpose and use of spreadsheet applications, database systems and accounting software applications.
- Outline the relative strengths of accounting software applications in comparison to manual and spreadsheet based accounting systems.
- Explain cloud computing as an accounting capability.
- Describe the security consequences of evolving accounting information systems (including cyber security).
- Discuss the disruptive impact of developments in IT and the evolving roles of accountants and accounting technicians as a consequence of technological developments.

4. Understand corporate governance, social responsibility, and professional ethics

- Summarise agency theory and stakeholder theory in the context of corporate governance.
- Describe the sources of corporate governance.
- Explain the importance of corporate governance.
- Analyse corporate governance issues.
- Discuss the social and environmental responsibilities of business organisations in contemporary society with particular reference to the sustainability agenda.
- Explain corporate social reporting.
- Summarise the fundamental principles of ethical behaviour in the modern business environment.
- Discuss the roles of regulatory and professional bodies in encouraging ethical behaviour.
- Analyse ethical issues and dilemmas.

Module: Business Management

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Business organisations, business functions, organisational training and development (20%)			
<i>Business organisations, structures, and functions</i>			
Describe common types of business organisations and organisational designs (including formal and informal structures)	●		
Give examples of stakeholders in business organisations	●		
Explain the typical functions that are common to many business organisations: operations, finance, human resources, information technology, marketing	●		
<i>Organisational training and development</i>			
Outline the characteristics of each of 'training', 'development', and 'education'	●		
Explain the organisational training and development process: needs, objectives, design, delivery, validation	●		
Describe the benefits of training and development in the workplace	●		
Outline the roles of human resources and training managers in the learning process	●		
<i>Performance appraisal</i>			
Explain the nature and purposes of performance appraisal	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the importance of performance appraisal for the individual and the organisation: benefits, barriers to effective appraisal	●		
Describe the common features of a performance appraisal process	●		
Leadership, management, and personal effectiveness (25%)			
<i>Leadership and management</i>			
Describe the nature of management	●		
Distinguish between leadership and management	●	●	
Explain common approaches to leadership/ leadership styles and how they can affect business organisations	●		
Discuss the challenges associated with change management	●		
Outline the main characteristics of individual and group behaviour	●		
Distinguish between a group and a team	●		
Summarise the characteristics of effective and ineffective teams	●		
Explain the role of a manager in building a team (including use of techniques to improve team effectiveness)	●	●	
Explain the concept of motivation and its importance to individuals, teams, and organisations	●	●	
Discuss the relevance of content and process theories of motivation	●	●	
Explain the common types of intrinsic and extrinsic rewards that are used in the modern business organisation	●		
<i>Personal effectiveness in the workplace</i>			
Explain the nature of effective time management	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the barriers to effective time management and how to overcome them	●	●	
Describe the ways in which individuals and teams can be ineffective in the workplace	●	●	
Describe how ineffectiveness affects overall organisational performance	●	●	
Explain the role of information technologies in improving personal effectiveness	●	●	
Identify situations in which conflict arises in the workplace	●	●	
Explain how conflict affects individual and organisational performance	●	●	
Outline the ways in which conflict within organisations can be managed	●	●	
Information systems in business organisations (20%)			
<i>Business information systems</i>			
Outline the common functions of information systems	●		
Explain the relationships between information systems and business functions	●		
Outline how data sets are commonly used in business organisations	●		
<i>Accounting as an information system</i>			
Describe the evolution of accounting software applications	●		
Describe the purpose and use of spreadsheet applications, database systems, and accounting software applications	●		
Outline the relative strengths of accounting software applications in comparison to manual and spreadsheet based accounting systems	●		
Explain cloud computing as an accounting capability	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Describe the security consequences of evolving accounting information systems (including cyber security)	●		
Discuss the disruptive impact of developments in IT and the evolving roles of accountants and accounting technicians as a consequence of technological developments	●		
Corporate governance, social responsibility, and professional ethics (35%)			
<i>Corporate governance</i>			
Summarise agency theory and stakeholder theory in the context of corporate governance	●		
Describe the main sources of corporate governance in Ireland and the UK	●		
Describe the significance of corporate governance in the modern corporate environment (including consideration of SMEs)	●	●	
Summarise the contents of the UK Corporate Governance Code	●		
Assess recent issues involving matters of corporate governance	●	●	
<i>Social responsibility</i>			
Describe the evolution of sustainability as an increasing global societal concern	●		
Outline the United Nations' 17 sustainable development goals	●		
Give examples of how the UN's sustainable development goals affect the work of an accountancy professional	●	●	
Discuss the social and environmental responsibilities of business organisations in contemporary society	●	●	
Explain the objectives of corporate social reporting	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Professional ethics</i>			
Describe what it means to act ethically in a professional accountancy role (including consideration of acting in the public interest)	●	●	
Explain the significance of an ethical code for those involved in professional accountancy roles	●	●	
Outline the principles of ethical behaviour that are set out in the IFAC code of ethics	●		
Outline the stages of moral development and the influence of organisational culture	●		
Give examples of organisational values that promote ethical behaviour	●		
Discuss appropriate action in relation to unethical behaviour or illegal acts	●	●	
Discuss the roles of regulatory and professional bodies in encouraging ethical behaviour	●	●	
Describe work situations where ethical conflicts and dilemmas can arise (including accounting and non-accounting scenarios)	●	●	
Identify the common threats to ethical behaviour	●		
Identify safeguards against ethical threats and dilemmas	●		



Accounting
Technicians
Ireland

Second Year Modules

Academic Year 2024/2025

- Module Learning Outcomes
- Achievement of Learning Outcomes
- Detailed Curriculum and Proficiency Levels

A young man and woman are smiling and looking at a laptop screen together. The man is wearing glasses and a blue checkered shirt, and the woman is wearing a white top. The background is a soft-focus office setting. A purple diagonal overlay is present on the left side of the image.

Advanced Financial Accounting

Mandatory Module

Syllabus 2024/2025



Advanced Financial Accounting

Overall Module Aim

The aim of this module is to enable learners to build on the competencies gained in Financial Accounting. Learners will acquire an understanding of relatively advanced financial accounting transactions and events and develop practical skills in preparing and interpreting financial statements.

Syllabus Elements and Weightings

Conceptual and regulatory frameworks	15%
Corporate governance and professional ethics	10%
Accounting for transactions and events	25%
Preparation and presentation of financial statements	30%
Analysis and interpretation of financial statements	20%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the conceptual and regulatory environments in which financial statements are prepared.
2. Apply the principles of good corporate governance and professional ethics to financial accounting and financial reporting scenarios.
3. Account for a range of transactions and events.
4. Prepare and present financial statements in accordance with the requirements of FRS 102 and Companies Acts legislation.
5. Analyse and interpret financial statements.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the conceptual and regulatory environments in which financial statements are prepared

- Explain how the objectives of financial statements are met.
- Distinguish between assets, liabilities, equity, income, and expenses.
- Discuss the accounting principles that underpin the preparation and presentation of financial statements.
- Explain how qualitative characteristics contribute to producing useful financial information.
- Explain the principles of recognition, measurement, presentation, and disclosure in financial statements.
- Outline the regulatory frameworks that apply to the main types and sizes of business entities.
- Explain the relevance of each of Companies Acts legislation, the International Accounting Standards Board, the International Sustainability Standards Board, the Financial Reporting Council, and the stock exchange to financial reporting.

2. Apply the principles of good corporate governance and professional ethics to financial accounting and financial reporting scenarios

- Describe the sources of corporate governance and professional ethics as they relate to financial reporting.
- Illustrate the need for corporate governance oversight in financial reporting.
- Explain the significance of environmental, social, and governance (ESG) matters in financial reporting.
- Explain how the functions of audit and internal control contribute to good corporate governance.
- Give examples of how the principles of ethical behaviour apply to the accountancy profession.
- Analyse ethical issues and dilemmas that may arise in the context of financial accounting and reporting.

3. Account for a range of transactions and events

- Apply requirements of FRS 102 to account for:
 - property, plant, and equipment
 - intangible assets
 - borrowing costs
 - government grants
 - inventories
 - provisions and contingencies
 - leases
 - accounting policies, estimates, and errors
 - events after the reporting period
 - current taxation.

4. Prepare and present financial statements in accordance with the requirements of FRS 102 and Companies Acts legislation

- Prepare financial statements from incomplete records.
- Prepare a statement of cash flows (direct and indirect methods).
- Prepare financial statements for a limited liability company.
- Distinguish between 'Companies Act' and 'IFRS' statutory financial statements.
- Outline the statutory and filing requirements for a small company.

5. Analyse and interpret financial statements

- Calculate profitability, liquidity, investment, efficiency, and solvency ratios in support of the analysis of financial statements.
- Discuss the limitations of ratio analysis.
- Interpret financial statements from the perspectives of various stakeholders.

Module: Advanced Financial Accounting

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Conceptual and regulatory frameworks (15%)			
<i>Regulatory frameworks</i>			
Outline the regulatory frameworks for different types and sizes of business entities	●	●	
Explain the significance of each of the Companies Acts, International Financial Reporting Standards and Financial Reporting Standards to the regulation of financial reporting	●		
Describe the roles of the International Accounting Standards Board and the Financial Reporting Council in financial reporting	●		
Outline the process of setting accounting standards and how they come to be authoritative	●		
Describe the role of the Stock Exchange in financial reporting	●		
Explain the role and objectives of the International Sustainability Standards Board (ISSB)	●		
<i>Concepts and pervasive principles</i>			
Explain how the objectives of financial statements are met	●		
Explain the following qualitative characteristics of financial information: understandability, relevance, materiality, reliability, substance over form, prudence, completeness, comparability, timeliness, cost/benefit trade off	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the elements of each of financial position (assets, liabilities, equity) and financial performance (income and expenses)	●	●	
Explain the concepts of recognition, measurement (historical and current bases), presentation and disclosure in financial statements	●	●	
<i>Financial statement presentation</i>			
Explain the meaning of 'true and fair view'	●	●	
Explain the concept of going concern	●	●	
Summarise the pervasive principles of financial accounting: frequency of reporting, consistency of presentation, comparative information, materiality, aggregation, and offsetting	●		
Corporate governance and professional ethics (10%)			
<i>Corporate governance</i>			
Discuss the need for effective corporate governance	●	●	
Identify the main sources of corporate governance in the UK and Ireland	●		
Describe how financial reporting can and should contribute to effective corporate governance	●	●	
Explain the growing demand for high quality, transparent, reliable, and comparable reporting by entities on climate and other environmental, social and governance (ESG) matters	●		
Explain the nature and objectives of integrated reporting	●		
Outline the main features of sustainability-related financial reporting standards that are intended to disclose information about sustainability-related risks	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Audit and internal controls as part of good governance</i>			
Describe the nature and scope of each of internal audit and external audit	●	●	
Explain the roles and responsibilities of each of the accountant and the auditor	●	●	
<i>Professional ethics</i>			
Describe the nature of ethical behaviour in the context of financial accounting	●	●	
Explain the nature of a professional code of ethics	●	●	
Assess ethical issues and dilemmas that may arise in the context of financial accounting	●	●	
Accounting for transactions and events (25%)			
<i>With reference to requirements of FRS 102:</i>			
<i>Inventories</i>			
Describe the measurement principle that applies to inventories	●	●	
Calculate cost: purchase, conversion, production overheads, exclusions, service providers	●	●	
Explain the rationale for FIFO and weighted average cost formulas (refer to management accounting for detailed calculations)	●	●	
Explain the meaning of net realisable value	●	●	
Calculate net realisable value	●	●	
Account for inventories (opening and closing, recognition and measurement)	●	●	
Outline the common disclosures for inventories	●	●	
<i>Property, plant, and equipment</i>			
Explain the recognition and measurement (initial and subsequent) principles that apply to property, plant, and equipment	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Apply the cost and revaluation models of measurement	●	●	
Account for first time gains and losses on revaluations (including other comprehensive income)	●	●	
Account for depreciation (including methods, depreciable amount, depreciation period)	●	●	
Account for de-recognition of property, plant, and equipment	●	●	
Outline the common disclosures for property, plant, and equipment	●	●	
<i>Intangible assets</i>			
Give examples of intangible assets	●		
Account for recognition and amortisation of intangible assets	●	●	
<i>Borrowing costs</i>			
Account for recognition and measurement of borrowing costs based on an accounting policy	●	●	
<i>Government grants</i>			
Account for recognition and measurement of government grants (including performance and accruals models)	●	●	
<i>Receivables</i>			
Account for irrecoverable debts and allowances for receivables	●	●	
<i>Provisions and contingencies</i>			
Account for initial recognition and measurement of provisions	●	●	
Account for subsequent measurement of provisions	●	●	
Explain accounting treatment in respect of onerous contracts and future operating losses	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the nature of contingent assets and contingent liabilities	●	●	
Account for contingent assets and contingent liabilities	●	●	
Outline the common disclosures for provision and contingencies	●	●	
<i>Leases</i>			
Account for finance leases in the accounting records of the lessee	●	●	
Account for operating leases in the accounting records of the lessee	●	●	
Outline the common disclosures for leases	●	●	
<i>Accounting policies, errors, and estimates</i>			
Outline the criteria for selection and application of accounting policies	●	●	
Give examples of changes in accounting policies, changes in estimates, and prior period errors	●	●	
Account for changes in an accounting policy in respect of inventories or property, plant, and equipment - retrospective application	●	●	
Account for changes in accounting estimates	●	●	
Account for the correction of prior period errors in respect of inventories or property, plant, and equipment - retrospective application	●	●	
<i>Events after the end of the reporting period</i>			
Explain the significance of the date of authorisation of financial statements	●	●	
Distinguish between adjusting events and non-adjusting events	●	●	
Account for the recognition, measurement and/or disclosure of events after the end of the reporting period	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Current tax</i>			
Explain the relationship between accounting for tax and income tax/corporation tax computations	●	●	
Account for the recognition and measurement of current tax	●	●	
Preparation and presentation of financial statements (30%)			
<i>Preparation of financial statements from incomplete records</i>			
Explain why accounting records would be incomplete	●	●	
Apply techniques for handling incomplete records: accounting equation, re-constructing ledger accounts, accounting ratios	●	●	●
<i>Manufacturing accounts</i>			
Explain the purpose of a manufacturing account	●		
Prepare a manufacturing account for a manufacturing business	●	●	
<i>Partnerships</i>			
Prepare an appropriation account for a partnership (including consideration of interest on capital, salaries, drawings, interest on drawings, guaranteed minimum profit, profit sharing ratios)	●	●	
<i>Preparation of financial statement of a limited company with reference to requirements of FRS 102:</i>			
<i>Statement of financial position</i>			
Account for the information to be presented on a statement of financial position based on underlying information	●	●	
<i>Statement of comprehensive income and income statement</i>			
Account for presentation of total comprehensive income using single statement approach based on underlying information	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Statement of changes in equity</i>			
Explain the nature and purpose of a statement of changes in equity (share capital, share premium, retained earnings, revaluation reserve)	●	●	
Account for the information to be presented on a statement of changes in equity based on underlying information	●	●	
<i>Statement of cash flows</i>			
Explain the nature and purpose of a statement of cash flows (including comparison with accruals-based statement of comprehensive income)	●	●	
Explain the meaning of 'cash equivalents'	●	●	
Account for the information to be presented on a statement of cash flows	●	●	
Account for the direct and indirect methods of reporting cash flows from operating activities	●	●	
Account for cash flows from investing and financing activities	●	●	
<i>Preparation of financial statements of a limited company with reference to requirements of Companies Acts</i>			
Distinguish between 'Companies Act' and 'IFRS' financial statements	●	●	
Outline the main accounting requirements of the Companies Acts that supplement corresponding FRS 102 requirements	●	●	
Outline the main statutory financial statements requirements for limited liability companies (by reference to what must be presented to shareholders at the AGM)	●	●	
Explain the filing requirements for a 'small' limited liability company that is exempt from filing full financial statements (abridged financial statements) and exempt from filing an auditor's report (audit exemption)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Preparation of financial statements of a limited company with reference to requirements of Companies Acts</i>			
Prepare financial statements, or parts thereof, for a 'small' limited liability company (comprising one or more of statement of comprehensive income, statement of financial position, statement of changes in equity, statement of cash flows, note disclosures) in accordance with required formats based on source information	●	●	
Adjust the financial statements of a limited company for matters that may relate to inventories, property, plant and equipment, intangible assets, borrowing costs, government grants, receivables, provisions and contingencies, leases, accounting policies, errors, changes in estimates, events after the end of the reporting period and current taxation	●	●	
Analysis and interpretation of financial statements (20%)			
<i>Ratio analysis</i>			
Explain how accounting ratios are used to support analysis, interpretation, and decision-making	●	●	
Calculate profitability, efficiency, investment, liquidity, and solvency ratios	●	●	
Outline the limitations of ratio analysis	●	●	
<i>Interpretation of financial statements</i>			
Interpret the contents of financial statements without reference to accounting ratios and report thereon	●	●	●
Interpret the contents of financial statements with reference to accounting ratios (as appropriate) and report thereon	●	●	●

A young woman with long brown hair tied back, wearing a white lace-up top, and a young man with short dark hair, wearing a denim jacket over a white t-shirt, are both smiling and looking at a laptop screen. The background is a bright, indoor setting with large windows. A purple diagonal overlay is present on the left side of the image.

Advanced Taxation

Republic of Ireland

Mandatory Module

Syllabus 2024/2025



Advanced Taxation (Republic of Ireland)

Overall Module Aim

The aim of this module is to enable learners to build on the competencies gained in Taxation and develop knowledge, understanding and practical skills in more advanced taxation issues for individuals, businesses, and corporate entities.

Syllabus Elements and Weightings

Administration and Procedures	10% - 15%
Personal Taxation (Income Tax)	25% - 35%
Business Taxation (Capital Gains Tax)	20% - 25%
Business Taxation (Corporation Tax)	20% - 25%
Business Taxation (Value Added Tax)	15% - 20%
	<hr/> 100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the principles and administration of taxation in the Republic of Ireland.
2. Apply the principles and rules that govern income tax in the Republic of Ireland.
3. Apply the principles and rules that govern capital gains tax in the Republic of Ireland.
4. Apply the principles and rules that govern the taxation of business profits in the Republic of Ireland.
5. Apply the principles and rules of Value Added Tax (VAT) in the Republic of Ireland.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the principles and administration of taxation in the Republic of Ireland

- Outline the main sources of the tax principles and rules that underpin the taxation system.
- Identify the types of direct and indirect taxation.
- Outline each of the PAYE and the self-assessment systems of income tax.
- Describe the role and powers of the Office of the Revenue Commissioners.
- Outline revenue audit procedures.
- Analyse ethical issues and dilemmas that may arise in the context of personal or business taxation.

2. Apply the principles and rules that govern income tax in the Republic of Ireland

- Assess an individual's income tax circumstances based on 'residence', 'ordinary residence' and 'domicile'.
- Specify the relevant scope and basis of assessment for each of Schedule D, E and F income.
- Calculate benefits in kind for inclusion in income tax computations.
- Calculate taxable income for Schedules D, E and F classes of income for an individual and a married couple/civil partnership.
- Apply relevant tax credits, deductions, reliefs, allowances, and exemptions.
- Explain the scope of PRSI for classes A and S.
- Explain the scope of USC.
- Calculate PRSI and USC liabilities for individuals.
- Prepare personal income tax computations for an individual and a married couple/civil partnership (including PRSI and USC liabilities).

3. Apply the principles and rules that govern capital gains tax in the Republic of Ireland

- Assess an individual's capital gains tax circumstances based on 'residence', 'ordinary residence' and 'domicile'.
- Explain the basis of the charge to capital gains tax on Irish resident individuals and companies.
- Explain the capital gains tax implications of transactions between spouses.
- Calculate a chargeable gain or an allowable loss for an individual and a married couple/civil partnership.
- Apply relevant deductions, allowances, reliefs, and exemptions.
- Prepare a capital gains tax computation for an individual and a married couple/civil partnership.
- Outline the administrative requirements to remain tax compliant regarding capital gains tax.

4. Apply the principles and rules that govern the taxation of business profits in the Republic of Ireland

- Explain the badges of trade.
- Calculate assessable income or an allowable loss from trades and professions (Schedule D Case I/II)
- Apply commencement and cessation rules for Schedule D Case I/II income.
- Calculate capital allowances for plant and machinery (including balancing allowances and charges).
- Explain the scope and operation of the corporation tax system as it applies to corporate entities.
- Explain the basis of assessment for corporation tax.
- Prepare a corporation tax computation.
- Apply relevant reliefs, deductions, and exemptions.
- Apply the corporation tax rules that are particular to close companies.
- Outline the administrative requirements to remain tax compliant with regard to corporation tax.

5. Apply the principles and rules of Value Added Tax (VAT) in the Republic of Ireland

- Explain the scope and operation of the VAT system as it applies to commercial transactions.
- Explain 'taxable person', 'taxable supply' and 'place of supply'.
- Calculate a VAT liability for a taxable person.
- Explain the VAT consequences of trade with entities in EU and non-EU jurisdictions.
- Reconcile VAT returns to financial statements.
- Outline the administrative requirements to remain tax compliant regarding VAT.

Module: Advanced Taxation (ROI)

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Administration and procedures (10% - 15%)			
<i>The Irish taxation system</i>			
Explain the rationale for taxation	●		
Outline the sources of tax law	●		
Identify the types of direct taxation and indirect taxation	●		
<i>Office of the Revenue Commissioners</i>			
Outline the administrative role and power of the Office of the Revenue Commissioners (including Inspector of Taxes and Collector General)	●		
Describe the administration of the PAYE system of income tax (from Revenue perspective)	●		
Describe the administration of the self-assessment taxation system as it applies to individuals and companies (including pay and file requirements)	●		
Describe the nature and administration of withholding taxes (DIRT, professional services withholding tax, dividend withholding tax, relevant contracts tax, CGT withholding tax)	●		
Outline the main features of the Revenue Online System (ROS)	●		
Describe the investigative roles and powers of the Office of the Revenue Commissioners (including main procedures relating to each of revenue audits/enquiries, appeals and disputes)	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the nature and purpose of a tax clearance certificate (including criteria to obtain a tax clearance certificate)	●		
Outline the penalties for non-compliance with tax obligations	●	●	
<i>Ethics and taxation</i>			
Assess ethical issues and dilemmas that may arise in the context of taxation	●	●	
Personal taxation (25% - 35%)			
<i>Residence and domicile</i>			
Explain the concepts of being resident, ordinarily resident, domiciled	●	●	
Assess the tax consequences of being resident, ordinarily resident, domiciled	●	●	
<i>Schedule D Case I/II income</i>			
Specify the scope and basis of assessment for Schedule D Case I/II income	●	●	
Explain the badges of trade	●	●	
Explain the adjustments to profits for Schedule D Case I/II purposes	●	●	
Describe the relief that is available in respect of pre-trading expenses	●	●	
Calculate tax adjusted profits for a continuing trade/profession (Schedule D Case I/II)	●	●	
Calculate assessable income for a trade/profession (Schedule D Case I/II) for the first three years after commencement	●	●	
Calculate assessable income for a trade/profession (Schedule D Case I/II) for the final two years prior to cessation	●	●	
Calculate assessable income for a trade/profession (Schedule D Case I/II) for a short-lived business	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the concept of 'loss relief' as it relates to Schedule D Case I/II income	●	●	
Distinguish between current year loss relief and losses carried forward	●	●	
Illustrate how trade losses can be relieved	●	●	
Calculate Schedule D Case I/II trade losses for inclusion in an income tax computation	●	●	
<i>Capital allowances</i>			
Describe 'plant and machinery' for capital allowances purposes	●	●	
Explain the criteria for claiming capital allowances	●	●	
Calculate wear and tear allowances (including restrictions on cost of motor cars)	●	●	
Calculate tax written down values	●	●	
Calculate balancing allowances and balances charges	●	●	
<i>Schedule D Case III/IV/V incomes, Schedule E income, Schedule F income</i>			
Calculate assessable income under Schedule D Case III (including UK dividends)	●	●	
Calculate assessable income under Schedule D Case IV (including income received net of DIRT)	●	●	
Calculate assessable income under Schedule D Case V (including allowable expenses, pre-letting expenses, rent a room relief, premiums on short leases, capital allowances and rental losses)	●	●	
Calculate assessable income under Schedule E (including expenses)	●	●	
Calculate assessable income under Schedule F (including calculation and administration of dividend withholding tax)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the nature and scope of benefits in kind (both exempt and taxable): motor vehicles, accommodation, preferential loans, childcare facilities, provision of service or payment of expenses by employer	●	●	
Calculate benefits in kind for inclusion in calculation of assessable income under Schedule E: motor vehicles, accommodation, preferential loans, childcare facilities, provision of service or payment of expenses by employer	●	●	
Give examples of exempt income	●	●	
Explain tax bands and standard rate cut off point	●	●	
Explain tax credits (non-refundable): personal, single person child carer, widowed parent, home carer, age, blind person, PAYE employee, earned income, incapacitated child, dependent relative, fees for third level education, medical expenses	●	●	
Explain tax credits (refundable): PAYE paid, dividend withholding tax, professional services withholding tax, relevant contracts tax, deed of covenant, deposit interest retention tax	●	●	
Explain charges, allowances, and other tax reliefs: deed of covenant, permanent health insurance, charitable donations, pension contributions, tax relief at source, patent royalties, EIS)	●	●	
Explain the bases upon which the taxation of married couples/civil partnerships may be assessed (single assessment, separate assessment, joint assessment)	●	●	
Calculate year of marriage relief	●	●	
Explain the tax consequences of the death of one party to a marriage/civil partnership	●	●	
Explain the tax consequences of the separation of a married couple/civil partnership	●	●	
Explain the tax consequences of the divorce of a married couple/civil partnership	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Pay Related Social Insurance (PRSI)</i>			
Explain the nature and scope of PRSI (including its administration)	●	●	
Calculate PRSI liabilities for Class A and Class S individuals	●	●	
<i>Universal Social Charge (USC)</i>			
Explain the nature and scope of USC (including its administration)	●	●	
Calculate USC liabilities for individuals	●	●	
<i>Income tax computations</i>			
Prepare an income tax computation, or part thereof, for an individual who is tax resident in Republic of Ireland (including consideration of PRSI and USC liabilities, commencement, cessation, losses, capital allowances, preliminary income tax payments, interest penalties and surcharges)	●	●	
Explain the circumstances in which individuals are exempt from income tax	●	●	
Calculate marginal relief where income exceeds the thresholds for being exempt	●	●	
Prepare an income tax computation, or part thereof, for a married couple/civil partnership (including consideration of PRSI and USC liabilities and including year of marriage relief, year of death and year of separation/divorce)	●	●	
Business taxation – Capital Gains Tax (CGT) (20% - 25%)			
<i>Principles of CGT</i>			
Explain the charge to CGT for individual and companies: chargeable disposal of a chargeable asset by a chargeable person	●	●	
Explain the basis of a disposal for CGT purposes	●	●	
Outline the significance of the timing and location of a disposal	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the CGT implications of assets passing on death	●	●	
Describe the implications of residence, ordinary residence, and domicile on CGT	●	●	
Explain the significance of 'specified assets' for CGT purposes	●	●	
List the assets that are exempt from CGT	●	●	
Explain the market value rules in respect of connected persons	●	●	
State the CGT treatments of incidental costs of disposal, incidental cost of acquisition and capital grants	●	●	
Describe the significance of 6 April 1974 for CGT purposes (including restrictions)	●	●	
Explain the nature and CGT treatment of enhancement expenditure	●	●	
Explain how indexation relief operates for CGT purposes (including restrictions)	●	●	
Explain the nature and permitted uses of capital losses	●	●	
Explain the annual exemption	●	●	
Explain the formula that applies to part-disposals	●	●	
Outline the CGT rules that apply to share transactions	●	●	
Explain the nature of a chattel	●	●	
Distinguish between wasting and non-wasting chattels in terms of their nature and in terms of CGT treatment	●	●	
Describe the circumstances in which marginal relief can be applied to reduce the CGT liability of a non-wasting chattel	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the CGT implications of sets of non-wasting chattels, part-disposals of non-wasting chattels and losses in respect of non-wasting chattels	●	●	
Explain the operation of principal private residence relief (including the specifics of period of ownership and period of occupation)	●	●	
Explain the rules that apply in relation to transfers of assets between spouses (including losses and annual exemption)	●	●	
Outline the main features of entrepreneur relief	●	●	
<i>CGT administration</i>			
Describe the administration of the CGT system (including pay/file requirements and penalties for noncompliance)	●	●	
Explain the CGT withholding tax provisions	●	●	
<i>CGT computations</i>			
Calculate a chargeable gain or allowable capital loss on one or more disposals, or part thereof, (including consideration of connected persons, transfers between spouses, incidental costs, enhancement expenditure, indexation relief, part disposals, share transactions, chattels, principal private residence relief, entrepreneur relief, restrictions in indexation relief and market value rules, withholding tax)	●	●	
Prepare a CGT computation for a resident individual or a married couple/civil partnership, or part thereof, (including consideration of connected persons, transfers between spouses, incidental costs, enhancement expenditure, indexation relief, part disposals, share transactions, chattels, principal private residence relief, entrepreneur relief, restrictions in indexation relief and market value rules, withholding tax, capital losses, interest penalties and surcharges)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Business Taxation - Corporation Tax (CT) (20% - 25%)			
<i>Basis of assessment and CT rates</i>			
Explain the charge to CT for a company	●	●	
Determine the residence or non-residence of a company for CT purposes	●	●	
Specify the basis of assessment for CT for resident and non-resident companies	●	●	
Explain the significance of a company's accounting period	●	●	
Summarise the rates of CT and the classes of income to which they apply	●	●	
Outline the main points of the exemption from corporation tax that is available to new start-up companies	●	●	
<i>Schedule D Case I/II income</i>			
Specify the scope and basis of assessment for Schedule D Case I/II income	●	●	
Explain the adjustments to profits for Schedule D Case I/II purposes (with particular emphasis on directors' salaries and expenses, dividends and distributions, charitable donations)	●	●	
Calculate tax adjusted profits (Schedule D Case I/II) (after deduction of capital allowances)	●	●	
<i>Capital allowances</i>			
Explain the differences between capital allowances for income tax purposes and for CT purposes	●	●	
Describe 'plant and machinery' for capital allowances purposes	●	●	
Explain the criteria for claiming capital allowances	●	●	
Calculate wear and tear allowances (including restrictions on cost of motor cars)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate tax written down values	●	●	
Calculate balancing allowances and balances charges	●	●	
<i>Schedule D Case III/IV/V incomes</i>			
Calculate assessable income under Schedule D Case III (foreign income and income received gross of DIRT)	●	●	
Calculate assessable income under Schedule D Case IV (including income received net of DIRT)	●	●	
Calculate assessable income under Schedule D Case V (including allowable expenses, pre-letting expenses, premiums on short leases, capital allowances and rental losses)	●	●	
<i>Schedule F income</i>			
Explain the appropriate treatment of dividend income received by a company from another Irish company	●	●	
<i>Chargeable gains</i>			
Explain the adjustment required to the accounting profits in respect of a profit or loss on disposal of an asset	●	●	
Calculate the capital gains on one or more disposals by reference to standard CGT computational rules	●	●	
Calculate the chargeable gain on one or more disposals for inclusion in a CT computation by reference to the relevant mathematical formula	●	●	
<i>Close companies</i>			
Define 'close company'	●	●	
Explain the terms 'participator' and 'associate' in the context of close companies.	●	●	
Describe the main tax consequences of close company status (payments of expenses for shareholders or their associates, interest paid on directors' loans to the company, loans from the company to participators, close company surcharge)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate the impact of the tax consequences of close company status	●	●	
<i>CT loss relief</i>			
Explain the rules for Schedule D Case I/II loss relief	●	●	
Calculate a Schedule D Case I/II loss for utilisation in a CT computation and a balance of unutilised losses for carry forward (if any)	●	●	
Explain the concept of 'charges', (including basis of deduction and distinguishing between trade and non-trade charges)	●	●	
Explain how charges may be utilised efficiently for the purpose of reducing a CT liability.	●	●	
Explain how utilisation of Schedule D Case V losses differs between an individual and a company	●	●	
Calculate a Schedule D Case V loss for inclusion in a CT computation and a balance of unutilised losses for carry forward (if any)	●	●	
Explain how capital losses may be utilised in the current and/or future accounting periods	●	●	
Calculate a capital loss for inclusion in a CT computation and a balance of unutilised capital losses for carry forward (if any)	●	●	
<i>CT administration</i>			
Describe the administration of the CT system (including pay/file requirements, retention of records, and penalties for non-compliance)	●	●	
Explain the preliminary tax rules (distinguishing between small company requirements and large company requirements)	●	●	
Calculate a preliminary tax payment for a small company and for a large company	●	●	
Explain the balancing payment requirements	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate a balancing payment (including possible interest for late payment)	●	●	
Explain dividend withholding tax provisions	●	●	
<i>CT computations</i>			
Prepare a CT computation, or part thereof, for an Irish resident company (including consideration of Schedule D income Cases I to V, chargeable gains, close company issues, loss relief, interest penalties, and surcharges)	●	●	
Business taxation - Value Added Tax (VAT) (15% - 20%)			
<i>Principles of VAT</i>			
Explain the nature and scope of VAT	●	●	
Outline the circumstances in which there is a charge to VAT	●	●	
Identify the applicable rates of VAT	●	●	
List the main zero-rated, exempt, and reduced rate supplies	●	●	
Explain taxable persons (including requirements to register and election to register)	●	●	
Explain the meaning of exempt status (as distinct from zero-rated)	●	●	
Explain taxable supplies of goods and services (including self-supply)	●	●	
Describe the place of supply rules for goods and services	●	●	
Explain the VAT consequences of a multiple supply and a composite supply	●	●	
Explain the two thirds rule	●	●	
Explain the meaning of the taxable amount	●	●	
Describe the VAT treatment of gifts and irrecoverable debts	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Outline the VAT treatment of imports, exports, and trading within the European Union	●	●	
<i>VAT administration</i>			
Describe the administration of the VAT system by the Revenue Commissioners (include VAT3, RTD and reduced frequency of filing)	●	●	
List the requirements for a valid invoice	●	●	
Outline ongoing obligations to remain VAT compliant (VAT records, pay/file requirements, consequences of non-compliance)	●	●	
<i>VAT calculations and accounting for VAT</i>			
Calculate the amount of VAT that applies to a taxable supply of goods or services	●	●	
Explain input VAT and the circumstances in which it may be claimed	●	●	
Explain non-deductible VAT	●	●	
Describe the methods of accounting for VAT (including invoice basis, cash basis, annual basis) and the circumstances in which the cash basis or annual basis would be advantageous	●	●	
Compare the invoice and cash receipts methods of accounting for VAT	●	●	
Prepare a VAT liability computation, or part thereof (including consideration of output VAT, input VAT, non-deductible VAT, multiple supplies, composite supplies, two thirds rule, gifts, irrecoverable debts, imports, exports, trade within the European Union, cash basis of accounting, accruals basis of accounting, interest, and penalties)	●	●	
Explain the nature, purpose, and process of a VAT reconciliation	●	●	
Prepare a VAT reconciliation (straightforward scenario only)	●	●	



Advanced Taxation

Northern Ireland

Mandatory Module

Syllabus 2024/2025



Advanced Taxation (Northern Ireland)

Overall Module Aim

The aim of this module is to enable learners to build on the competencies gained in Taxation and develop knowledge, understanding and practical skills in more advanced taxation issues for individuals, businesses, and corporate entities.

Syllabus Elements and Weightings

Administration and Procedures	10% - 15%
Personal Taxation (Income Tax)	25% - 35%
Business Taxation (Capital Gains Tax)	20% - 25%
Business Taxation (Corporation Tax)	20% - 25%
Business Taxation (Value Added Tax)	15% - 20%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the principles and administration of taxation in Northern Ireland.
2. Apply the principles and rules that govern income tax in Northern Ireland.
3. Apply the principles and rules that govern capital gains tax in Northern Ireland.
4. Apply the principles and rules that govern the taxation of business profits in Northern Ireland.
5. Apply the principles and rules of Value Added Tax (VAT) in Northern Ireland.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the administration of taxation in Northern Ireland

- Outline the main sources of the tax principles and rules that underpin the taxation system.
- Identify the types of direct and indirect taxation.
- Outline each of the PAYE and the self-assessment systems of income tax.
- Describe the role and powers of HM Revenue and Customs (HMRC).
- Outline HMRC audit procedures.
- Analyse ethical issues and dilemmas that may arise in the context of personal or business taxation.

2. Apply the principles and rules that govern income tax in Northern Ireland

- Assess an individual's income tax circumstances based on 'residence' and 'domicile'.
- Specify the relevant scope and basis of assessment for each of earned income (from employment and self-employment), income from savings, dividend income, and rental income.
- Calculate benefits in kind for inclusion in income tax computations.
- Calculate taxable income for an individual.
- Apply relevant tax reliefs and allowances.
- Explain the scope of NIC for classes 1, 2 and 4.
- Calculate NIC liability for an individual.
- Prepare personal income tax computations (including NIC liability) for individuals including use of the marriage allowance when applicable.

3. Apply the principles and rules that govern capital gains tax in Northern Ireland

- Assess an individual's capital gains tax circumstances based on 'residence' and 'domicile'.
- Explain the basis of the charge to tax on UK resident individuals and companies.
- Explain the capital gains tax implications of transactions between spouses.
- Calculate a chargeable gain or an allowable loss for an individual and a married couple/civil partnership.
- Apply relevant deductions, allowances, reliefs, and exemptions.
- Prepare a capital gains tax computation for an individual and a married couple/civil partnership.
- Outline the administrative requirements to remain tax compliant regarding capital gains tax.

4. Apply the principles and rules that govern the taxation of business profits in Northern Ireland

- Explain the badges of trade.
- Calculate assessable income or an allowable loss from trades and professions.
- Apply commencement and cessation rules for self-employed income from trades and professions.
- Calculate capital allowances for plant and machinery (including motor vehicles).
- Explain the scope and operation of the corporation tax system as it applies to corporate entities in Northern Ireland.
- Explain the basis of assessment for corporation tax.
- Prepare a corporation tax computation.
- Apply relevant reliefs, deductions, and exemptions.
- Apply the corporation tax rules that are particular to close companies.
- Outline the administrative requirements to remain tax compliant regarding corporation tax.

5. Apply the principles and rules of Value Added Tax (VAT) in Northern Ireland

- Explain the scope and operation of the VAT system as it applies to commercial transactions.
- Explain 'taxable person', 'taxable supply' and 'place of supply'.
- Calculate a VAT liability for a taxable person.
- Explain the VAT consequences of trade with entities in EU and non-EU jurisdictions.
- Reconcile VAT returns to financial statements.
- Outline the administrative requirements to remain tax compliant regarding VAT.

Module: Advanced Taxation (NI)

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Administration and procedures (10% - 15%)			
<i>The Northern Ireland taxation system</i>			
Explain the rationale for taxation	●		
Outline the sources of tax law	●		
Identify the types of direct taxation and indirect taxation	●		
<i>HM Revenue & Customs (HMRC)</i>			
Outline the administrative role and powers of HMRC	●		
Describe the administration of the PAYE system of income tax (from HMRC perspective)	●		
Describe the administration of the self-assessment taxation system as it applies to individuals	●		
Outline the main features of HMRC's 'Making Tax Digital' initiative	●		
Describe the investigative roles and powers of HMRC (including main procedures relating to each of audits/enquiries, appeals, and disputes)	●		
Outline the penalties for non-compliance with tax obligations	●	●	
<i>Ethics and taxation</i>			
Outline ethical issues that can arise in the context of taxation	●		
Assess ethical issues and dilemmas that may arise in the context of taxation	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Personal taxation (25% - 35%)			
<i>Residence and domicile</i>			
Explain the concepts of residence and domicile	●	●	
Assess the tax consequences of residence and domicile	●	●	
<i>Employment and self-employment earned income</i>			
Specify the scope and basis of assessment for earned income	●	●	
Calculate assessable employment income (including allowable deductions, travel expenses and when employee income is taxed)	●	●	
Explain the badges of trade	●	●	
Explain the adjustments to accounting profit for the purpose of calculating tax adjusted profit	●	●	
Describe the relief that is available in respect of pre-trading expenses	●	●	
Calculate assessable self-employment income for a trade/profession (self-employment income)	●	●	
Explain the implications of Basis Period Reform	●	●	
Explain the nature and scope of benefits in kind (both exempt and taxable): vouchers, accommodation, general business expenses, company cars and vans, fuel benefit, private use of employer assets, preferential loans	●	●	
Calculate benefits in kind for inclusion in a calculation of assessable employment and self-employment income: vouchers, accommodation, general business expenses, company cars and vans, fuel benefit, private use of employer assets, preferential loans	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the concept of 'loss relief' as it relates to self-employment income	●	●	
Distinguish between current year loss relief, losses carried back, and losses carried forward	●	●	
Explain the concept of 'terminal loss relief' as it relates to self-employment income	●	●	
Illustrate how trade losses can be relieved	●	●	
Calculate a trade loss for inclusion in a calculation of assessable self-employment income	●	●	
<i>Capital allowances</i>			
Describe 'plant and machinery' for capital allowances purposes	●	●	
Explain the criteria for claiming capital allowances	●	●	
Explain 'written down allowances', 'annual investment allowance', 'first year allowance' and 'balancing allowances/charges'	●	●	
Calculate written down allowances (including main pool, single assets, special rate pool), annual investment allowances, first year allowances and balancing allowances/charges	●	●	
Calculate written down values	●	●	
<i>Savings income, dividend income, rental income</i>			
Specify the scope and basis of assessment for savings income	●	●	
Calculate assessable savings income	●	●	
Specify the scope and basis of assessment for dividend income	●	●	
Calculate assessable dividend income	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Specify the scope and basis of assessment for rental income	●	●	
Calculate assessable rental income (including deductible and non-deductible expenses, property allowance, pre-letting expenses, rent a room relief, finance costs, furnished holiday lettings, relief for replacement of domestic items, premiums on leases, and rental losses)	●	●	
Give examples of exempt income	●	●	
Describe how certain payments and gifts qualify for tax relief (including gross interest paid on eligible loans, copyright royalties, patent royalties, gifts of shares or property to charity)	●	●	
Explain allowances (including personal, blind person's, married couple, transfer of marriage allowance, trade income allowance, property income allowance)	●	●	
Explain the rate band system (including extension of the basic rate band arising from personal pension contributions and gift aid donations)	●	●	
Explain the tax treatment of joint income	●	●	
<i>National Insurance Contributions (NIC)</i>			
Explain the nature and scope of NIC	●	●	
Distinguish between Primary and Secondary Class 1 NIC in respect of employees	●	●	
Calculate Primary and Secondary Class 1 NIC liabilities	●	●	
Describe Class 1A NIC in respect of BIKs	●	●	
Describe Class 2 and Class 4 NIC in respect of self-employed	●	●	
Calculate Class 2 and Class 4 NIC liabilities	●	●	
<i>Income tax computations</i>			

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Prepare an income tax computation, or part thereof, for an individual who is tax resident in Northern Ireland (including NIC liability)	●	●	
Prepare an income tax computation, or part thereof, for a married couple/civil partnership (including NIC liability)	●	●	
Business taxation - Capital Gains Tax (CGT) (20% - 25%)			
<i>Principles of CGT</i>			
Explain the charge to CGT for individual and companies: chargeable disposal of a chargeable asset by a chargeable person	●	●	
Explain the basis of a disposal for CGT purposes	●	●	
Outline the CGT implications of assets passing on death or by way of gift	●	●	
Describe the implications of residence and domicile on CGT	●	●	
List the assets that are exempt from CGT	●	●	
Explain the market value rules in respect of connected persons and assets disposed of in a series of transactions	●	●	
State the CGT treatments of incidental costs of disposal and incidental cost of acquisition	●	●	
Describe the significance of 31 March 1982 for CGT purposes	●	●	
Explain the nature and CGT treatment of enhancement expenditure	●	●	
Explain the nature and permitted uses of capital losses	●	●	
Explain the annual exemption	●	●	
Explain the formula that applies to part-disposals	●	●	
Outline the CGT rules that apply to share transactions by individuals	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the nature of a chattel	●	●	
Distinguish between wasting chattels, non-wasting chattels, and wasting assets in terms of their nature and in terms of CGT treatment	●	●	
Describe the circumstances in which marginal relief can be applied to reduce the CGT liability of a non-wasting chattel	●	●	
Outline the CGT implications of sets of non-wasting chattels, part-disposals of non-wasting chattels, and losses in respect of non-wasting chattels	●	●	
Explain the operation of principal private residence relief (including the specifics of period of ownership and period of occupation)	●	●	
Explain the rules that apply in relation to transfers of assets between spouses (including losses and annual exemption)	●	●	
Outline the main features of business asset disposal relief	●	●	
<i>CGT administration</i>			
Describe the administration of the CGT system (including filing requirements and penalties for non-compliance)	●	●	
<i>CGT computations</i>			
Calculate a chargeable gain or allowable capital loss, or part thereof, (including consideration of connected persons, transfers between spouses, incidental costs, enhancement expenditure, part disposals, share transactions, chattels, principal private residence relief, business asset disposal relief)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Prepare a CGT computation for a resident individual or married couple/civil partnership, or part thereof, (including consideration of connected persons, transfers between spouses, incidental costs, enhancement expenditure, part disposals, share transactions, chattels, principal private residence relief, business asset disposal relief, interest penalties, and surcharges)	●	●	
Business taxation - Corporation Tax (CT) (20% - 25%)			
<i>Basis of assessment and PCTCT</i>			
Explain the charge to CT for a company	●	●	
Determine the residence or non-residence of a company for CT purposes	●	●	
Specify the basis of assessment for CT for resident and non-resident companies	●	●	
Explain the significance of a chargeable accounting period	●	●	
Describe the constituent elements of a calculation of profits chargeable to corporation tax (PCTCT)	●	●	
Summarise the rates of CT and the classes of income to which they apply	●	●	
<i>Tax adjusted profits</i>			
Explain the common adjustments to accounting profits to derive tax adjusted profits of a company	●	●	
Calculate tax adjusted profits (after deduction of capital allowances) of a company	●	●	
<i>Capital allowances</i>			
Explain the differences between capital allowances for income tax purposes and for CT purposes	●	●	
Describe 'plant and machinery' for capital allowances purposes	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the criteria for claiming capital allowances	●	●	
Explain 'written down allowances', 'annual investment allowance', 'first year allowance' and 'balancing allowances/charges'	●	●	
Calculate written down allowances (including main pool, single assets, special rate pool), annual investment allowances, first year allowances, and balancing allowances/charges	●	●	
Calculate written down values	●	●	
<i>Interest income and payments</i>			
Explain the scope of interest income and interest payments in the context of CT	●	●	
Explain the treatment of interest income and interest payments for CT purposes (including the significance of whether the interest is trade or non-trade related)	●	●	
Calculate assessable interest income and allowable interest payments for a company	●	●	
<i>Miscellaneous income</i>			
Describe the common sources of miscellaneous income for a company	●	●	
Calculate assessable miscellaneous income for a company	●	●	
<i>Rental income</i>			
Specify the scope and basis of assessment of rental income for a company (as distinct from an individual)	●	●	
Calculate assessable rental income for a company	●	●	
<i>Gift Aid donations</i>			
Explain the treatment of Gift Aid donations made by companies (including how the treatment differs from Gift Aid donations made by individuals)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Dividend income</i>			
Explain the appropriate treatment of dividend income received by a company from another UK company	●	●	
<i>Chargeable gains</i>			
Explain the adjustment required to the accounting profits in respect of a profit or loss on disposal of an asset	●	●	
Explain the main differences between chargeable gains calculations for individuals and chargeable gains calculations for companies	●	●	
Explain how the indexation allowance operates for a company's chargeable gain/allowable loss calculation	●	●	
Outline the CGT rules that apply to share transactions by companies	●	●	
Explain the main differences between the matching rules for share disposals by individuals and the matching rules for share disposals by companies	●	●	
Illustrate how a disposal of shares by a company is matched against shares held by the company	●	●	
Describe the permitted treatment of capital losses by companies	●	●	
Calculate the chargeable gain on one or more disposals for inclusion in a PCTCT computation	●	●	
<i>Close companies</i>			
Define 'close company'	●	●	
Explain the terms 'participator' and 'associate' in the context of close companies	●	●	
Describe the main tax consequences of close company status (BIKs treated as distributions, loans made to participators/associates)	●	●	
Calculate the impact of the tax consequences of close company status	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>CT loss relief</i>			
Explain the rules for trading losses	●	●	
Calculate a trading loss for utilisation in a PCTCT calculation and a balance of unutilised losses for carry forward (if any)	●	●	
Explain the consequences of a short accounting period prior to a loss-making period	●	●	
Explain the rules of terminal loss relief	●	●	
Calculate a terminal loss for utilisation in a PCTCT calculation and a balance of unutilised terminal losses that are lost (if any)	●	●	
Outline the factors to be considered when assessing how best to relieve losses	●	●	
Explain how utilisation of rental losses differ between an individual and a company	●	●	
Calculate a rental loss for inclusion in a PCTCT computation and a balance of unutilised losses for carry forward (if any)	●	●	
Explain how capital losses may be utilised in the current and/or future accounting periods	●	●	
Calculate a capital loss for inclusion in a CT computation and a balance of unutilised capital losses for carry forward (if any)	●	●	
<i>CT administration</i>			
Describe the administration of the CT system (including pay/file requirements, retention of records, and penalties for non-compliance)	●	●	
Explain the corporation tax payment rules ((i) distinguishing between small company requirements and large company requirements and (ii) considering the length of the accounting period)	●	●	
Calculate a corporation tax instalment payment for a large company	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>CT computations</i>	●	●	
Prepare a CT computation, or part thereof, for a UK resident company (including consideration of tax adjusted trading income, interest income and payments, miscellaneous income, rental income, chargeable gains, close company issues, loss relief, Gift Aid donations, and penalties for non-compliance)	●	●	
Business taxation - Value Added Tax (VAT) (15% - 20%)			
<i>Principles of VAT</i>			
Explain the nature and scope of VAT	●	●	
Outline the circumstances in which there is a charge to VAT	●	●	
Identify the applicable rates of VAT	●	●	
List the main zero-rated, exempt, and reduced rate supplies	●	●	
Explain the meaning of exempt status in the context of VAT (as distinct from zero-rated)	●	●	
Explain the meaning of taxable supplies of goods and services (including self-supply)	●	●	
Describe the place of supply rules for goods and services	●	●	
Explain the VAT consequences of a multiple supply and a mixed supply	●	●	
Explain the circumstances in which partial exemption applies	●	●	
Describe the VAT treatment of gifts, vouchers, prompt payment discounts, irrecoverable debts, motor expenses	●	●	
Outline the VAT treatment of imports and exports	●	●	
Explain the reverse charge for construction services	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Administration of VAT</i>			
Describe the administration of the VAT system by HMRC (including online registration and filing, 'Making Tax Digital')	●	●	
Set out the requirements regarding registration (including election to register) and de-registration of taxable persons	●	●	
Outline ongoing obligations to remain VAT compliant (VAT records, filing returns, payment requirements, consequences of non-compliance)	●	●	
List the requirements of a valid VAT invoice	●	●	
<i>VAT calculations and accounting for VAT</i>			
Calculate the amount of VAT that applies to a taxable supply of goods or services	●	●	
Explain input VAT and the circumstances in which it may be claimed	●	●	
Explain the treatment of pre-registration input VAT	●	●	
Calculate the amount of input VAT that can be claimed based on a partial exemption (including application of <i>de minimis</i> tests)	●	●	
Explain non-deductible input VAT	●	●	
Describe the methods of accounting for VAT (including invoice basis, cash basis, annual basis, flat-rate scheme, substantial traders) and the circumstances in which the invoice basis or the cash basis would be advantageous	●	●	
Compare the invoice and cash receipts methods of accounting for VAT	●	●	
Explain the significance of the tax point in the context of VAT	●	●	
Prepare a VAT liability computation, or part thereof, (including output VAT, input VAT, partial exemption, multiple supplies, mixed supplies, imports, exports, reverse charges for the construction industry, tax point considerations, non-deductible VAT, surcharges, penalties, and interest)	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the nature, purpose, and process of a VAT reconciliation	●	●	
Prepare a VAT reconciliation (straightforward scenario only)	●	●	



Management Accounting

Mandatory Module

Syllabus 2024/2025



Management Accounting

Overall Module Aim

The aim of this module is to provide learners with understanding and technical competency in costing, planning, control, and decision-making to support key business functions and management activities.

Syllabus Elements and Weightings

Nature and purpose of management accounting, costing terms and concepts	10%
Cost accumulation for profit and inventory measurement	35%
Standard costing, budgetary planning, and control	30%
Information for decision-making	25%
	<hr/>
	100%

Minimum Intended Module Learning Outcomes

Upon completion of this module, the learner will be able to:

1. Understand the nature and purpose of management accounting, costing terms and concepts.
2. Apply the principles of cost accumulation for profit and inventory measurement purposes.
3. Apply the principles of budgeting for planning and control purposes.
4. Apply the principles of standard costing for planning and control purposes.
5. Apply cost-volume-profit techniques for decision-making purposes.
6. Apply relevant costing techniques for decision-making purposes.

Criteria for Achievement of Module Learning Outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Understand the nature and purpose of management accounting, costing terms and concepts

- Outline the role of management accounting in support of decision-making.
- Distinguish between management accounting and financial accounting.
- Explain cost centres, cost drivers, and cost classifications.

2. Apply the principles of cost accumulation for profit and inventory measurement purposes

- Illustrate cost behaviours.
- Explain concepts of cost accumulations.
- Calculate materials costs, labour costs, and overhead costs.
- Contrast the traditional approach to overheads and the activity-based approach to overheads.
- Prepare job, batch, and service cost calculations.
- Demonstrate the principles of process costing.
- Calculate contribution and profit using marginal costing techniques.
- Compare marginal costing and absorption costing techniques.

3. Apply the principles of budgeting for planning and control purposes

- Explain the principles of budgetary planning and control (including the limitations of budgeting).
- Prepare operational budgets for sales, production, materials, labour, and overheads.
- Prepare a budgeted income statement.
- Prepare cash budgets.
- Prepare flexible budgets.

4. Apply the principles of standard costing for planning and control purposes

- Explain the concept of standard costing.
- Outline the advantages and disadvantages of standard costing.
- Calculate standard costs using absorption and marginal costing.
- Calculate individual variances from standards for materials, labour, overheads, and sales.
- Analyse variances for reconciliation and reporting purposes.

5. Apply cost-volume-profit techniques for decision-making purposes

- Explain how cost-volume-profit techniques can assist decision-making.
- Interpret calculations of contribution, breakeven, margin of safety, target profit.
- Apply cost-volume-profit techniques to single product and multi-product scenarios.
- State the assumptions that underpin cost-volume-profit analysis.

6. Apply relevant costing techniques for decision-making purposes

- Explain how relevant costing can assist in decision-making.
- Give examples of relevant, sunk, and opportunity costs.
- Calculate relevant costs for non-routine decisions such as special pricing decisions, make or buy decisions, product continuation/discontinuation decisions.
- Apply relevant costing techniques to limiting factor scenarios.

Module: Management Accounting

Detailed curriculum

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Nature and purpose of management accounting, costing terms and concepts (10%)			
<i>Nature and purpose of management accounting</i>			
Identify users of accounting information	●		
Outline the nature, purposes, and uses of management accounting information	●		
Distinguish between management accounting and financial accounting	●		
Explain how professional ethics applies to the work of a management accountant	●		
Assess ethical issues and dilemmas that may arise in the context of management accounting	●	●	
<i>Costing terms and concepts</i>			
Explain the meaning of cost, cost centres, cost drivers and cost objects	●		
Cost accumulation for profit and inventory measurement (35%)			
Costing systems			
Explain with examples typical cost classifications (direct/indirect, product/period, fixed/variable/mixed)	●	●	
Analyse mixed costs using high-low method	●	●	
Explain the concept of cost accumulation	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
<i>Materials costing</i>			
Describe purchasing procedures and materials handling	●		
Illustrate inventory management techniques using appropriate calculations (EOQ, re-order, minimum and maximum inventory levels)	●	●	
Calculate the cost of inventories (FIFO, LIFO, weighted average methods) and the impact of the method on profit or loss	●	●	
<i>Labour costing</i>			
Describe the nature and purpose of labour costing	●		
Illustrate time-based and incentive-based remuneration methods using appropriate calculations	●	●	
<i>Overhead costing</i>			
Describe the nature of overheads in business	●		
Explain classifications of overheads (production, selling/distribution, administration)	●	●	
Illustrate with calculations the traditional approach to overhead costing - allocation, apportionment, absorption	●	●	
Calculate pre-determined overhead absorption rates	●	●	
Explain under- and over-absorption of overheads	●	●	
Account for overheads incurred and absorbed	●	●	
<i>Activity Based Costing (ABC)</i>			
Outline the principles of ABC	●		
Describe cost drivers and cost pools	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Assign overhead to products and services based on cost driver rates	●	●	
Describe the benefits and limitations of ABC	●		
Compare traditional and ABC approaches to overhead costing	●	●	
<i>Job and batch costing</i>			
Outline the characteristics of job costing and batch costing	●		
Account for job and batch costing situations	●	●	
Calculate job and batch costs	●	●	
<i>Process costing</i>			
Outline the characteristics of process costing	●		
Describe the circumstances in which process costing is appropriate	●	●	
Explain the concepts of normal and abnormal gains and losses	●	●	
Account for a process that involves normal and abnormal gains and losses	●	●	
Illustrate the concept of equivalent units	●	●	
<i>Service costing</i>			
Outline the characteristics of service costing	●		
Identify circumstances in which service costing is appropriate	●		
Prepare a service cost analysis (straightforward scenarios only)	●	●	
<i>Marginal costing</i>			
Explain and apply the concept of contribution	●	●	
Demonstrate the impact of absorption and marginal costing techniques on inventory valuation	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate profit or loss using absorption and marginal costing techniques	●	●	
Reconcile profits and losses calculated using absorption and marginal costing techniques	●	●	
Outline the advantages and disadvantages of marginal and absorption costing	●	●	
Standard costing, budgetary planning, and control (30%)			
<i>Budgeting</i>			
Explain the theory of budgetary planning and control (including limitations)	●		
Describe the typical budgeting process	●		
Explain the significance of the principal budget factor	●		
Prepare budgets for sales, production, materials purchases, materials usage, labour, variable overheads, and fixed overheads	●	●	
Prepare a budgeted income statement	●	●	
Prepare cash budgets	●	●	
Explain the concept of flexible budgeting including advantages and disadvantages	●	●	
Flex a budget to a specified level of volume	●	●	
Calculate straightforward variances between fixed budget, flexed budget, and actual outcome	●	●	
Discuss the significance of variances and ways in which variances could be eliminated (including consideration of controllable and non-controllable costs)	●	●	
Describe behavioural and motivational aspects of budgeting	●		
<i>Concept of standard costing</i>			
Explain the concept of standard costing	●		

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain the relationship between standard, absorption, and marginal costing techniques	●	●	
Outline the advantages and disadvantages of standard costing	●		
Determine standard cost per unit under absorption and marginal costing	●	●	
<i>Variance analysis</i>			
Calculate sales price and volume variances	●	●	
Calculate materials total, price, and usage variances	●	●	
Calculate labour total, rate, and efficiency variances	●	●	
Calculate variable overhead total, expenditure, and efficiency variances	●	●	
Calculate fixed overhead total, expenditure, and volume variances	●	●	
Calculate actual or standard figures where variances are given	●	●	
Reconcile budgeted profit with actual profit under standard absorption costing	●	●	
Reconcile budgeted profit or contribution with actual profit or contribution under standard marginal costing	●	●	
Interpret variances for reporting purposes	●	●	●
Information for decision-making (25%)			
<i>Cost-volume-profit (CVP) techniques</i>			
Explain the nature and purpose of CVP techniques (contribution, breakeven, target profit, margin of safety)	●		
State the assumptions that underpin CVP techniques	●		
Illustrate how CVP techniques assist decision-making	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Calculate contributions, breakeven points, margins of safety, target profits	●	●	
Interpret calculations of contributions, breakeven points, margins of safety, target profits for decision-making purposes	●	●	●
Apply CVP techniques to multi-product scenarios	●	●	
<i>Relevant costing techniques</i>			
Explain the concept of relevant costing for decision-making (including sunk and opportunity costs)	●		
Give examples of relevant, sunk, and opportunity costs	●		
Identify relevant and irrelevant costs in specified scenarios	●	●	
Calculate relevant costs for non-routine decision making (once off pricing, make or buy, product continuation/discontinuation)	●	●	
Explain the concept of limiting factors in a scarce resource situation	●		
Determine an optimal production plan when there is a single limiting factor	●	●	



Financial Data Management

Mandatory Module

Syllabus 2024/2025



Financial Data Management

Overall module aims

The overall aims of this module are to provide learners with (a) an understanding of data management and analysis, and (b) the practical skills to apply software techniques and methods in support of analysis and resolution of financial accounting and management accounting issues on a multi-disciplinary basis.

Syllabus elements and weightings

Information technologies and statistical techniques for financial data management	25%
Accounting and payroll software applications	25%
Application of information technologies and software applications to a multi-disciplinary case-based scenario	50%
	<hr/>
	100%

Minimum intended module learning outcomes

Upon completion of this module, the learner will be able to:

1. Use the common features and functions of accounting and payroll software applications.
2. Describe the evolving technological environment in which accountancy professionals work.
3. Explain data management, data analytics, and data visualisation.
4. Apply basic statistical techniques to structured data sets.
5. Describe emerging technologies that are relevant to the work of an accountancy professional.
6. Apply accounting domain knowledge and understanding of software applications to a multi-disciplinary case-based scenario.

Criteria for achievement of module learning outcomes

The achievement of a module learning outcome will be determined by reference to the criteria listed below.

1. Explain the common features and functions of accounting and payroll software applications.

- Explain the standard components of an accounting software application.
- Generate standard reports and reconciliations.
- Explain the standard components of a payroll software application.
- Generate standard payroll reports.

2. Describe the evolving technological environments in which accountancy professionals work.

- Describe the evolving technological environments that are applicable to the work of accountancy professionals.
- Explain how the roles of accountancy professionals are evolving in response to technological developments.

3. Explain data management, data analytics, and data visualisation.

- Describe the common sources of organisational data.
- Outline the nature and characteristics of big data.
- Describe the opportunities and challenges associated with the emergence of big data.
- Explain how data analytics and visualisation tools assist the work of accountancy professionals.
- Outline the ethical issues associated with big data and data analytics.

4. Apply basic statistical techniques to structured data sets.

- Explain how data sets can be organised.
- Calculate basic statistics for a given data set.

5. Describe emerging technologies that are relevant to the work of an accountancy professional.

6. Apply accounting domain knowledge and understanding of software applications to a multi-disciplinary case-based scenario.

- Analyse a scenario that incorporates computational and non-computational issues related to one or more of financial accounting, management accounting, business management, and business law.
- Utilise software tools to assist with analysis of underlying data and/or design of a solution
- Make recommendations and/or decisions based on identification of the salient issues, analysis, and conclusions.

Module: Financial Data Management

Detailed curriculum

Note that technical aspects of financial accounting and management accounting are addressed in the relevant second year modules. This module assumes sufficient understanding and knowledge of financial accounting and management accounting for the purpose of achieving the learning outcomes of this module.

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Information technologies and statistical techniques for financial data management (25%)			
<i>Technological environment</i>			
Describe the evolving technological environments that are applicable to the work of accountancy professionals	●		
Explain how the roles of accountancy professionals are evolving in response to technological developments	●		
Explain the impacts of artificial intelligence and process automation on the work of accountancy professionals	●		
<i>Data management and governance</i>			
Describe three main sources of organisational data - transactional, social, sensor	●		
Outline common sources of data and information from outside the organisation - government, industry, professional/trade statistics	●		
Outline the nature and characteristics of big data	●		
Outline the use cases and statistical power of big data and data analytics	●	●	
Describe the opportunities and challenges associated with the emergence of big data for business organisations	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Describe basic data visualisation techniques	●	●	
Explain how data analytics and visualisation tools assist the work of accountancy professionals	●	●	
Outline the ethical issues associated with big data, data visualisation, and data analytics (including data protection issues)	●	●	
<i>Emerging technologies</i>			
Outline the internal control and security implications of emerging technologies	●	●	
<i>Statistical techniques</i>			
Explain how data can be organised (structured/semi-structured/unstructured)	●	●	
Explain descriptive and inferential analysis	●	●	
Apply the basic principles of time series analysis	●	●	
Explain trends and variations as a basis of forecasting (straightforward scenarios only)	●	●	
Calculate mean, mode, median, moving average for a data set	●	●	
Calculate measures of dispersion - variance, standard deviation, coefficient of variation	●	●	
Accounting and payroll software applications (25%)			
<i>Accounting software application</i>			
Review and explain structure of ledger accounts in accounting software (including control accounts and subledgers for non-current assets, inventories, receivables, and payables), modify existing ledger accounts, add new ledger accounts (including VAT configuration)	●	●	
Record illustrative transactions for sales, purchases, receipts, and payments	●	●	

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Record illustrative period end adjustments for closing inventories, depreciation, accruals, and irrecoverable debts	●	●	
Prepare a VAT return and reconcile a bank account	●	●	
Generate standard financial reports and/or export data for further analysis	●	●	
Complete a period end rollover	●	●	
<i>Payroll software application</i>			
Set up employees	●	●	
Import employee tax information from the tax authorities	●	●	
Calculate payroll (including consideration of holiday pay and benefits in kind)	●	●	
Generate standard payroll reports	●	●	
Multi-disciplinary case-based scenario (50%)			
Investigate a case-based scenario that may involve matters relating to one or more of financial accounting, management accounting, business management, and business law	●	●	●
Analyse underlying information and data sources that may be relevant to a scenario	●	●	●
Utilise software tools to assist with analysis of underlying data and/or the design of a solution	●	●	●
Articulate the salient problems and issues that are present in a scenario	●	●	●
Identify further information that may be needed to assist with identified problems and issues	●	●	●
Draw conclusions in relation to analysis undertaken	●	●	●
Recommend one or more courses of action to resolve problems and issues from the perspective of one or more stakeholder groups	●	●	●

Specific Functional Knowledge and Competencies	Understanding	Application	Analysis
Explain any assumptions that underpin conclusions and recommendations	●	●	●
Justify conclusions and recommendations	●	●	●
<i>Financial Accounting</i>			
Preparation and formatting of financial statements (income statement, statement of financial position, statement of cash flows) from underlying trial balance or list of balances	●	●	
Non-current assets, depreciation, and disposals	●	●	
Inventories	●	●	
Interpretation of financial statements	●	●	
Accounting policies and accounting estimates	●	●	
<i>Management Accounting</i>			
Budgetary planning and control	●	●	
Cost accumulation techniques	●	●	
<i>Business Law</i>			
Company Law	●	●	
Data Protection	●	●	
Employment Law	●	●	
<i>Business Management</i>			
Information systems	●	●	
Corporate Governance	●	●	
Professional Ethics	●	●	

ADVANCED EXCEL SKILLS

Excel skills listed in **bold** are also included in the Excel skills list for first year Financial Accounting.

Spreadsheet design and formatting	Validity and accuracy	Formulas and functions	Data
Adjusting/setting column width and row height	Checking validity of results		Cell referencing: absolute and direct
Advanced formatting e.g. negative figures coloured red	Checking links	Formulas: now, sum, today	Custom sorting
Clearing cells	Data validation	Formulas (logical): Count, Counta, Countif, IF (simple, nested), Lookup	Filtering data using multiple criteria
Changing cell fill colour	Error checking	Formulas (logical): AND, OR	Importing data
Comments box: show and hide		Formulas (mathematical): add, minus, divide, multiply, average, maximum, minimum, roundup, rounddown	Linking data across several worksheets
Conditional formatting	Charts	Statistical techniques: average, mean, mode, variance, standard deviation, coefficient of variation	Percentages
Copying and pasting: including special	Changing chart type	Removal of duplicates	Sorting data using multiple criteria
Currency formatting	Changing data series colour and/or format	Subtotalling a range	
Custom formatting	Chart labelling: axis scale, titles, legend	Subtotalling formulas: sum, average, maximum, minimum	
Decimal formatting	Chart production and alteration: bar, column, line, pie, stacked, 3D, exploded formats		

Spreadsheet design and formatting	Validity and accuracy	Formulas and functions	Data
Find and replace	Moving and resizing chart		
Spreadsheet design and formatting	Validity and accuracy		
Formatting text and cells: font type, colour, size, bold, italics	Pivot tables (simple) and pivot charts		
Freezing rows and columns	Trend lines		
Headers and footers			
Hiding and unhiding rows and columns			
Hiding and showing formulas			
Inserting data, rows and columns			
Inserting fields in header/footer: page number, number of pages, date, time, filename			
Locking and unlocking cells			
Merging cells			
Naming and renaming worksheets			
Naming cells and ranges			
Password protecting a worksheet / range of cells			
Page orientation: landscape, portrait			
Page setup: adjust margins, print area			
Print scaling			
Print screen / snipping tool			

Spreadsheet design and formatting	Validity and accuracy	Formulas and functions	Data
Renaming files			
Saving as (CSV, PDF, XLSX)			
Scaling information for publication			
Spell checking			
Wrapping text			



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