

The following are examples of the type of activities you will be undertaking at the National Qualifier and at the National Finals stages.

## **WorldSkills UK National Qualifier Example Brief: Task and Specification**

### **National Qualifier – Acting as an Accounting Technician**

#### **Background:**

You are an accounting technician working for Milner and Smith, a firm of Chartered Certified Accountants.

As a team of 2/3 you are working with a client, Peabody Sports Equipment. You are assisting the company with the preparation of their accounts for the year.

You will be presented with a scenario, some information and tasks as detailed below.

You will be given 2 hours to complete all tasks and you will need to prepare a presentation (no less than 5 minutes and no more than 10 minutes long) explaining the work you have done. There will be a Question & Answer opportunity at the end of your presentation.

#### **Task 1 – Non Current Assets:**

This task requires you to complete some technical tasks on non-current assets. This will include additions, disposals and depreciation. You will also need to consider some more theoretical aspects too.

#### **Task 2 – Ledger Accounts & the Trial Balance:**

This task requires you to complete some technical tasks on accruals/prepayments in the ledger accounts. You will be required to complete a brief trial balance.

#### **Task 3 – Ethics:**

This task requires you to complete tasks on ethics and the fundamental principles.

#### **Task 4 – Budgeting & Variance Analysis:**

This task requires you to complete tasks on flexed budgets and variance analysis.

## Assessment

You will be given 2 hours to complete all tasks and you will need to prepare a presentation (no less than 5 minutes and no more than 10 minutes long) explaining the work you have done. There will be a Question & Answer opportunity at the end of your presentation, where the judges will ask the team questions on the presentations.

## Marking and Assessment (Qualifier):

The WorldSkills UK / Kaplan Financial competition provides an opportunity for trainee accountants to demonstrate the fundamental technical skills required to both be successful in level 3 exams as well as being able to carry out necessary duties at work.

Judges will also be looking for skills expected of a successful accounting technician such as time management, planning and problem solving skills, working under pressure, communication skills, attitude and behaviour.

All Kaplan Financial competitions are judged by a panel from across Kaplan's accounting curriculum and commercial teams, who, having worked in practices/industry previously, are experts in both the technical and practical side of the tasks set and an external judge from a professional body. The judges' decisions will be independently moderated and quality assured before results are confirmed. The judges will be briefed on assessment procedures prior to the competition.

Judges are looking for technical competency but are also briefed to look for excellence amongst competitors. Judges will therefore take into account skills such as:

- collecting, analysing and organising information
- communicating ideas and information
- planning and organising work activities
- be able to identify various stakeholders and setting the tone accordingly
- solving problems
- using technology

All task marking is objective and based on agreed criteria.

## **WorldSkills UK Live National Finals: Task and Specification**

### **Live Finals – Excelling as an Accounting Technician**

#### **Background:**

You are taking on the role of a team of Accountants working in the business advisory team.

You've taken on a new client who requires your firm to carry out some strategic tasks to enable them to assess their current and future strategy.

You will be presented with a scenario, some information and tasks as detailed below.

You will be given approx 4.5 hours (including a lunch break) to complete all tasks and you will need to prepare a presentation (20 minutes long) explaining the work you have done. There will be a Question & Answer opportunity at the end of your presentation.

You will also be given a mini case study to undertake whilst other teams are presenting.

#### **Task 1 – Internal Analysis:**

Using different models, you may be asked to complete tasks relating to internal analysis and assessing strengths and weaknesses of the client business.

#### **Task 2 – External Analysis:**

Using different models, you may be asked to complete tasks requiring you to analyse external opportunities and threats.

#### **Task 3 – Strategic Analysis:**

You may be asked to undertake analysis of different strategies, identifying the benefits and risks of such strategy and determining approaches which could be taken to overcome such risks.

#### **Task 4 – Structure:**

You may be asked to produce an organisational chart and evaluate such structure with advantages and disadvantages.

## Task 5 – Ethics and Sustainability:

You may be asked to consider ethical and sustainability issues which may arise from the content of the background information provided.

### Assessment:

You will be given approximately 4.5 hours (including a lunch break) to complete all tasks and you will need to prepare a presentation (approximately 10 mins long) explaining the work you have done. There will be a Question & Answer opportunity at the end of your presentation, where the judges will ask the team questions on the presentations.

### Marking:

The WorldSkills UK / Kaplan Financial competition provides an opportunity for trainee accountants to demonstrate the some fundamental technical skills required to both be successful in level 3 exams as well as being able to carry out necessary duties at work.

Judges will also be looking for skills expected of a successful accounting technician such as time management, planning and problem solving skills, working under pressure, communication skills, attitude and behaviour.

All Kaplan Financial Competitions are judged by a panel from across Kaplan's accounting curriculum and commercial teams, and an external judge from a professional body all of whom, having worked in practice/industry previously, are experts in both the technical and practical side of the tasks set. The judges' decisions will be independently moderated and quality assured before results are confirmed. The judges will be briefed on assessment procedures prior to the competition.

Judges are looking for technical competency but are also briefed to look for excellence amongst competitors. Judges will therefore look for your employability skills such as:

- critical analysis – make sound, ethical business decisions by collating, analysing and interpreting
- communication – communicate complex business information in an easy to understand way
- team work – knowing when to operate as a team member or a team leader is vital Plan and organise work activities
- adaptability – work flexibly and shift approach based on changing circumstances.

- commercial acumen – think creatively about problems to identify solutions and give organisations the competitive edge
- planning and organising – develop a structured plan and use time effectively.

Your competition work will be marked according to the following breakdown of criteria, and in accordance with the general and specific competition rules:

Aspect	Maximum Marks
Presentation	80
Mini Case Study	20
<b>Total Marks</b>	<b>100</b>

All task marking is objective and based on agreed criteria.