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| Assignment title | Income & Expenditure | | |
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| Assessor | Shahid Raza | | |
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| Date issued | 1st November 2021 | | |
| Final deadline | 19th November 2021 | | |
| Duration (approx.) | 3 Weeks | | |
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| Qualification suite covered | BTEC Level 1 Introductory Certificate in Business | | |
| Units covered | B11: Recording Income & Expenditure | | |
| Learning aims covered | 1. Record income & Expenditure of a business for a set period of time. 2. Compare income & expenditure of a business for a set period of time. | | |
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| Scenario | Mr. Jewells is a really popular jeweller who manufactures and sells jewellery online, in order to maximise his profits and keep expense at a bare minimum. As Mr. Jewells is a master jewellery maker, he also runs 3 classes throughout the year for people who are interested in learning the art of jewellery making. These workshops are usually attended by a maximum of 8 people. Each person pays £10 per workshop session. However, his main annual master class which he delivers in February in line with valentine’s day is attended by a maximum of 15 people who each pay £100. | | |
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| Task 1 | Using the information sheet that has been provided to you design a spreadsheet showing the income and expenditure for Mr. Jewells. The spreadsheet you design must be simple to use and easy to understand. | | |
| Evidence you must produce for this task | * Spreadsheet of income and expenditure | | |
| Criteria covered by this task | | | |
| To achieve the criteria you must show that you are able to: | | Unit | Criterion reference |
| Produce an outline record of income and expenditures over a set period of time. | | A1 | A.P1 |
| Produce a detailed record of income & expenditure over a set period of time | | A1 | A.M1 |
| Produce a detailed and mostly accurate record of income & expenditure over a set period of time. | | A1 | A.D1 |
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| Task 2 | **Scenario:**  Having successfully designed a spreadsheet showing the income and expenditure for Mr. Jewells you have now been asked to produce a graph which will show a comparison of the income and expenditure for Mr. Jewells business. | | |
| Evidence you must produce for this task | * Graph | | |

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| Criteria covered by this task | | |
| To achieve the criteria you must show that you are able to: | Unit | Criterion reference |
| Produce a simple comparison of income and expenditure, as a chart or graph over a set period of time. | A1 | B.P2 |
| Produce a detailed a comparison of income and expenditure, as a chart or graphs over a set period of time. | A1 | B.M2 |
| Produce a comprehensive comparison of income and expenditure as a chart or graphs over a set period of time. | A1 | B.D2 |

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| Sources of information | **Websites**  [www.instituteofcustomerservice.com](http://www.instituteofcustomerservice.com)  The website of the Institute of Customer Service.  www.customerserviceexcellence.uk.com The government’s customer service standard.  **Note to assessors**  **We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.**  **We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.**  **Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.**  **Above are some examples of websites. Further useful resources may be found at www.edexcel.com/resources/Pages/default.aspx.** |