



FNSINC612

ASSESSOR GUIDE

Interpret and use financial statistics and tools

Assessment 2 of 2

Case study Project: Flowers2U

Version 1



Assessment Instructions

Overview

In the course of this assessment task, you will demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to interpret and use financial statistics and tools on three occasions.

This assessment task is divided into three (3) parts.

- Part A: Interpret and analyse data to assess sales performance
- Part B: Interpret and analyse data to estimate operational expenses
- Part C: Interpret and analyse data to inform potential investors

Each part must be completed considering the information provided for the Case study organisation Flower 2U Pty Ltd.

Additional resources and supporting documents

To complete this assessment, you will need the following:

- access to the case study – included
- statistical modelling software – Microsoft Excel
- office equipment, technology, and consumables – a computer with access to the internet
- organisational policies and procedures – included in the assessment
- legislation, and regulations as they relate to financial statistics and tools – included in the assessment
- statistical reports and data – available as downloads:
 - FNSINC612_Flowers2U_Sales Performance Report.xlsx
 - FNSINC612_Flowers2U_Estimated Operational Expenses Report.xlsx
 - FNSINC612_Flowers2U_Key Metrics and Ratios for Investor Report.xlsx.

Assessment Information



Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.



Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)



However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Task instructions [for the student] Part A: Interpret and analyse data to assess sales performance

Read the case study and download the data before you begin. All tasks must be completed considering the fictitious business, Flowers 2U, in the case study. Compliance with the included policies, procedures, standards, legislation, and regulations is mandatory throughout the assessment.

Each part must be completed considering the information provided for the Case study organisation Flower 2U Pty Ltd.

Additional resources and supporting documents

To complete this assessment, you will need the following:

- access to the case study – included
- statistical modelling software – Microsoft Excel
- office equipment, technology, and consumables – a computer with access to the internet
- organisational policies and procedures – included in the assessment
- legislation, and regulations as they relate to financial statistics and tools – included in the assessment
- statistical reports and data – available as a download FNSINC612_Flower2U_Sales Performance Report.xlsx.

Case study 1: About Flowers 2U Pty Ltd

Flower 2U Pty Ltd is a fictional premium online florist that delivers flower arrangements Australia-wide.

The company has been performing successfully over the past two years, using financial statistics and analytics to optimise its business performance.

Your role

For this assessment, you will assume the role of Preeti Chandi, Data and Reporting Analyst in the finance and accounting team at *Flowers 2U Pty Ltd*.

Your supervisor in the finance and accounting team, Mandy Mills, has asked you to interpret and analyse data to assess the business's sales performance.

Task instructions

Interpret and analyse data to assess sales performance

Read the case study and download the data before you begin. All tasks must be completed considering the fictitious business, Flowers 2U, in the case study. Compliance with the included policies, procedures, standards, legislation, and regulations is mandatory throughout the assessment.

Use the features and functions of Microsoft Word and Excel to complete each work task according to Swinburne security requirements.

Steps

Task 1: Identify the objectives.

1.1 Identify the required work outcomes.



In this part of the assessment, the work outcomes are:

- The type of analysis required to assess sales performance
- The type of report required

The student must analyse complex statistical documentation from various sources and consolidate information relating to specific criteria to determine requirements. In this part of the assessment, the spreadsheet provided in the resources constitutes complex statistical documentation, and the case study contains information about specific criteria.

Approximate word count: (20 to 30 words)

In this part of the assessment, the work outcomes are:

- The type of analysis required to assess sales performance
For satisfactory performance, the student's response must demonstrate the ability to determine the required work outcome. The work outcome in PART A is a descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.
- The type of report required
The type of report required is a sales performance report.

1.2 Develop a strategy to achieve the required work outcomes.

In this part of the assessment, your strategy must include the following:

- three (3) steps to ensure compliance with Flowers 2U policies, procedures, standards, and regulatory requirements in order of priority
- an outline of what will be included in the sales performance report
- two (2) ideas to ensure the sales performance report will be useful
- clear language

Approximate word count: 60

For satisfactory performance, the student's response must demonstrate knowledge about organisational standards – in this assessment, the student is asked to confirm the requirements in a strategy. Standards may relate to accuracy, privacy, legal and regulatory compliance, and ethical behaviour.

- **Three (3) steps to ensure compliance with Flowers 2U policies, procedures, standards, and regulatory requirements in order of priority**

Students can demonstrate compliance with Flowers2U_ Policies and Procedures by indicating the use of. Specified standards, including the handling of General journal entries. General Journal tasks should be appropriately structured following standard accounting practice and should contain the following:

- *Appropriate supporting documentation should be available for each journal entry*
- *The correct date of the entry*
- *The correct account number provided*
- *The correct name of the general ledger account*
- *Amounts allocated to the correct debit or credit column*
- *A brief memo that describes the transaction.*

- A double red line must be placed under the journal, not extended across the debit and credit columns, to indicate the end of the journal entry.
- Businesses must maintain Business registrations, including Australian business number (ABN), goods and Services Tax (GST), tax file number (TFN), pay-as-you-go (PAYG) withholding
- Other optional registrations include registering business names, Trademarks, and Website domains.
- For a business to meet fair trading regulations, they need to consider Fair trading laws, Australian Consumer Law and your business, Competition and Consumer Act, Australian standards, Codes of Conduct
- If a business sells products or services, you need to understand the following:
- Australia's trade measurement laws, Contracts laws, Privacy laws, Employment laws, Anti-bullying laws, Unfair dismissal, Intellectual property laws, Importing and exporting regulations, Environmental protection laws, work health and safety (WHS) regulations and codes of practice and have workers' compensation insurance for each employee
- Marketing compliance regulations include laws on advertising, signage, spam, pricing, and licencing for using music in your advertising or even playing music in your business, and digital businesses may need to include policies on their website. The most common policies on websites include Terms and conditions, Privacy policies, and returns policies

Assessors can access a more exhaustive list at:

- *Legal essentials for business | business.gov.au 2021, Business.gov.au, viewed 16 November 2022, <<https://business.gov.au/planning/new-businesses/legal-essentials-for-business>*

The assessor may confirm alternative steps if they can confirm alignment with Flowers2U_Accounting Policies and Procedures and regulatory requirements

- **an outline of what will be included in the sales performance report**

An outline of report inclusions will include the following:

- *an overview of the work outcome or question*
- *information about the data and what will be used to hypothesise*
- *appropriate visuals*
- *the results of the analysis*
- *conclusions*
- *recommendations.*
- **Two (2) ideas to ensure the sales performance report will be useful**
The student must develop organisational goals by exploring new and innovative ideas through critical thinking.
Two (2) ideas must be provided. In this assessment, innovative ideas could relate to the format (making the report easier to read), the content (including visual aids), or highlighting areas of importance and following clear language principles as defined below.
- **Clear language**
Clear language is easy to understand and will include Plain English. Clear language is easy to understand and includes plain English as defined in the following list:
 - *Using acronyms when necessary and always defining them the first time they appear*
 - *using white space, typography that is easy to read and visual tools.*
 - *Avoiding jargon*
 - *Structuring messages logically*

- *using headings, subheadings, lists and tables to help readers navigate through the material*
- *Writing short, uncomplicated sentences and leaving out anything that isn't necessary for the message*
- *Reader-centred organisation*
- *"You" and other pronouns*
- *Active voice, not passive*
- *Short sentences and paragraphs*
- *Common, everyday words*

2 Collect the data.

2.1 Identify the required data to achieve the required work outcome.

Approximate word count: 20

For satisfactory performance, the student's response must demonstrate the ability to determine the data required to complete a descriptive analysis in the context of a sales performance report; these include:

- *actual monthly sales by state*
- *average monthly sales by state*
- *percentage of total sales*
- *population size by state*

2.2 Describe the following four statistical tools and techniques and how you can use them to assess performance for Flowers 2U.

- Probability sampling
- Profitability ratios
- Simple linear regression
- Accounting Ratios

i	<p>Probability sampling (100 – 130 words)</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART A - descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.</i></p> <p><i>Probability sampling is a method that involves randomly selecting a sample or part of the population you want to research. It is also sometimes called random sampling. To qualify as random, each research unit [e.g., person, business, or organisation in your population] must have an equal chance of being selected. This is usually done through a random selection process, like a drawing.</i></p> <p><i>Market research using Probability sampling is used to assess potential sales performance for Flowers 2U by including random selections of research subjects using a fishbowl draw, a random number generator, and a random number function in Microsoft Excel to help assess market potential.</i></p>
ii	<p>Profitability ratios (100 – 130 words)</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART A - descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.</i></p>

	<p><i>Profitability ratios are a class of financial metrics used to assess a business's ability to generate earnings relative to its revenue, operating costs, balance sheet assets, or shareholders' equity over time, using data from a specific point in time. Profitability ratios are one of the most popular metrics used in financial analysis, and they generally fall into two categories—margin ratios and return ratios. Profitability ratios can be compared with efficiency ratios, which consider how well a company uses its assets internally to generate income (as opposed to after-cost profits). Return on Equity (ROE), Return on Assets (ROA), Profit Margin.</i></p> <p><i>Profitability ratios are used to assess sales performance for Flowers 2U using metrics around Return on Equity (ROE), Return on Assets (ROA) and Profit Margins.</i></p>
iii	<p>Simple linear regression <i>(150 – 200 words)</i></p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART A - descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.</i></p> <p>Simple linear regression is used to estimate the relationship between two quantitative variables. A simple linear regression model estimates the relationship between one independent variable and one dependent variable using a straight line. Both variables should be quantitative. It can be used to determine how strong the relationship is between two variables (e.g., the relationship between sales and customers contacted). Simple linear regression analysis helps determine the two components of a mixed cost [also known as semivariable cost]: The amount that is fixed or constant: The variable rate [the rate by which the total cost changes when there is one additional unit of the independent variable]</p> <p>Simple linear regression is used to measure costs. For example, if Flowers 2U needs to know how much its monthly electricity bill is affected by changes in production machine hours, it will use the amount of each month's electricity bill [the dependent variable] and then determine the number of production machine hours [the independent variable] that occurred between the meter reading dates on the bill.</p>
iv	<p>Accounting Ratios <i>(100 – 130 words)</i></p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART A - descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.</i></p> <p><i>An accounting ratio compares two line items in a company's financial statements: its income statement, balance sheet, and cash flow statement. These ratios can be used to evaluate a company's fundamentals and provide information about the performance of the company over the last quarter or fiscal year. Analysing accounting ratios is important in determining a company's financial health. Types of Accounting Ratios include Gross Margins and Operating Margins, Debt-To-Equity Ratios, Quick Ratios and Dividend Payout Ratios.</i></p> <p><i>Flowers 2U could locate areas bringing the company's profitability down and therefore need improvement. The efficacy of Flowers 2U's management plans, new products, and changes in operational procedures can all be determined by analysing accounting ratios.</i></p>

3 Clean the data.

3.1 Access the data.

To complete this part of the assessment, download the spreadsheet FNSINC612_Flowers2U_Sales Performance Report.xlsx and any external data and information sources you need to complete the sales performance report.

3.2 Assess the data.

To complete this part of the assessment, you will need to assess the data according to the [ABS Data Quality Framework](#) and complete the data validation checklist.

Flowers 2U Pty Ltd		
DATA VALIDATION CHECKLIST		
	Is the data valid (Y/N)	Provide a brief explanation (10 – 30 words)
<p>Relevance:</p> <p>Including the nature of the statistics produced, index numbers, trend estimates, seasonally adjusted data, or original unadjusted data.</p>		<p><i>Students' responses should include an assessment of the nature of the statistics produced, index numbers, trend estimates, seasonally adjusted data, or original unadjusted data.</i></p> <p><i>The student should address the ABS DQF recommended questions addressing the following.</i></p> <ul style="list-style-type: none"> • <i>About whom, or what, was the data collected?</i> • <i>What levels of geography are data available for?</i> • <i>What key data items are available?</i> • <i>If rates and percentages have been calculated, are the numerators and denominators for the same data source(s)?</i> • <i>Relevant data is also recently generated, current, and applicable to the correct location or population.</i> <p><i>Assessors can access a more exhaustive list of criteria at</i></p> <ul style="list-style-type: none"> • Relevance:
<p>Timeliness</p> <p>Timeliness refers to the delay between the reference period (to which the data pertain) and the date at which the data become available; and the delay between the advertised date and the date at which the data become available (i.e., the actual release date)</p>		<p><i>Students' responses should include an assessment of the timeliness of the data, any delay between the reference period (to which the data pertain) and the date at which the data become available, and the delay between the advertised date and the date at which the data become available (i.e., the actual release date)</i></p> <p><i>The student should address the ABS DQF recommended questions addressing the following.</i></p> <ul style="list-style-type: none"> • <i>What is the time gap between the reference period, when the data was actually collected, and when the data became available?</i> • <i>Are there likely to be subsequent surveys or data collection issues for this topic?</i> • <i>Are there likely to be updates or revisions to the data after the official release?</i> • <i>What is the gap between the data's advertised and actual release dates?</i>

		<p>Assessors can access a more exhaustive list of criteria at timeliness</p>
<p>Accuracy</p> <p>The degree to which the data correctly describe the phenomenon they were designed to measure.</p>		<p>Students' responses should include an assessment of the degree to which the data correctly describe the phenomenon they were designed to measure. In addition, the student should address the ABS DQF recommended questions addressing the following.</p> <ul style="list-style-type: none"> • Are there particular questions that are hard to understand, and which respondents may provide an incorrect response? • To what extent are there procedures in place to manage processing errors? • Are any areas of the population unaccounted for in data collection? • Are there particular questions that are sensitive and which respondents are less likely to answer? • Have the data been adjusted in any way to account for non-response? • Have the data been adjusted to ensure the confidentiality of responses? If so, what methods have been used? • What is the organisation's revision policy? How quickly are revisions produced and disseminated? • Have the data been rounded at any stage in the collection or dissemination process? • Has the sampling method changed for this data collection compared with previous data collection cycles? • Have weights been applied to the dataset? What are the benchmarks with which the weights align? <p>Assessors can access a more exhaustive list of criteria at Accuracy</p>
<p>Accessibility</p> <p>Accessibility includes the ease of access to data by users, including the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which information can be accessed.</p>		<p>Accessibility includes the ease of access to data by users, including the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which information can be accessed. The student should address the ABS DQF recommended questions addressing the following.</p> <ul style="list-style-type: none"> • How easily can a user obtain this information? Is it publicly available? • What range of products are available, and what are their costs? • Are the data available in suitable formats? <p>Assessors can access a more exhaustive list at Accessibility</p>

The student must:

- consolidate information relating to specific criteria to determine requirements – in this assessment; the specific criteria are defined in the ABS DQ
- record information using clear language and organisational formats – a template is provided
- analyse information according to organisational requirements and priorities – priorities were identified in the strategy to produce a sales performance report
- implements strategies that confirm regulatory requirements – in this assessment, requirements are defined in the ABS DQF
- relevant information is statistically important to the analysis, generated from a relevant organisation, applicable to the relevant site, suited to the purpose
- timely information is current or recent, collected often, applicable to the correct period, updated or revised
- accurate information is collected from a reliable source, adjusted correctly, of suitable sample size, unbiased, with no errors
- accessible information is included in a suitable format

3.3 Correct data errors.

To complete this part of the assessment, use tools and techniques to:

- remove transcription errors
- correct formulas or calculations
- discard mismatched data
- replace missing values with estimated values


For satisfactory performance, although the wording may vary slightly, the student's response must demonstrate that they can analyse and apply tools and techniques to correct data errors – the student is deemed to have corrected data errors if they can use the data to complete their analysis.

4 Analyse the data and produce a sales performance report.

4.1 Complete a descriptive analysis.

Before you complete this part of the assessment, read the following e-mail from the finance department.

To:	Preet Chandi
Subject:	Data to analyse sales performance
Body of e-mail:	Dear Preeti, I hope you are well. Concerning your first task, please note the following: NSW, QLD and TAS total monthly estimated sales for July - December is \$35 000. This is to be split across each of these states based on the same percentage that was observed for January to June Access the Australian Bureau of Statistics (ABS) website to complete state population size data

	<p>VIC sales will commence in July and are estimated to be equal to the sales in QLD for the same period (July – December)</p> <p>Warmest regards,</p> <p>Alfie Horton</p> <p>Finance, Flowers 2U Pty Ltd</p> 
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After you have read the e-mail, use Microsoft Excel to:

- Calculate actual earnings:
 - total sales from January to June
 - average sales from January to June
 - state total sales in dollars and as a percentage
- Calculate forecasted earnings:
 - total sales from July – December
 - average sales from July – December
 - state total sales in dollars and a percentage
- create a pie graph to display how sales are split by state
- highlight all cells in blue
- A copy of your spreadsheet must be submitted as evidence for assessment.
- Save your Sales performance report as
FNSINC612_AT2_Part_A_sales_performance_report[your_name]

For satisfactory performance, although the wording may vary slightly, the student's response must demonstrate that they can:

- *Produce reports of analysis in a format that enables the required work outcome – a benchmark report is included in the Assessors guide spreadsheet*
- *perform mathematical calculations to analyse statistical information and research to consolidate and inform others – calculations are performed using data analysis software/ the data analysis function in Microsoft Excel*
- *implements strategies that confirm organisational policies, procedures, and regulatory requirements are met – the student outlined the requirements in task 1.2*
- *gathers and analyses feedback – the student uses information from the spreadsheet and e-mail provided by the finance department to conduct the analysis.*

4.2 Use the population size data to identify the three states with the most market potential based on their population size for increasing sales in the future.

[25 to 20 words]

For satisfactory performance, the student's response must demonstrate the ability to perform mathematical calculations to analyse statistical information and research to consolidate and inform others.

NSW has the most market potential based on its population size at 8130,000, followed by Victoria and Queensland

4.3 Draft an e-mail to the head of the finance department QA team Alfie Horton, asking for feedback on your analysis to improve organisational outcomes.

Approximate word count: [30 to 40 words]

To:	Alfie Horton
Subject:	Feedback about my sales performance report
Body of e-mail:	<p><i>Dear Alfie,</i></p> <p><i>I hope you are well.</i></p> <p><i>I am attaching my sales performance report.</i></p> <p><i>Would you please provide feedback concerning any required corrections and let me know what action is required?</i></p> <p><i>Preeti Chandi</i></p> <p>Finance, Flowers 2U Pty Ltd</p> 

4.4 Apply the following feedback to your sales performance report:

- NSW, QLD and TAS total monthly estimated sales for July - December is \$55 000. This is still to be split across each of these states based on the same percentage that was observed for January to June
- VIC sales will commence in Aug and are estimated to be equal to the monthly sales in QLD for the same period [August - December]
- NSW actual sales data was for the previous year; it needs to be:

STATE	JAN	FEB	MAR	APR	MAY	JUN
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NSW	\$21,800	\$22,900	\$24,800	\$25,000	\$25,400	\$25,600
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- A modified version of your sales performance report must be submitted as evidence for assessment.
- Save your Modified Sales performance report as FNSINC612_AT2_Part_A_Corrections_report[your_name]

4.5 Use the checklist to confirm the accuracy and consistency of your analysis with industry and organisational standards.

For satisfactory performance, the student's response must demonstrate the ability to confirm the accuracy and consistency of their analysis with industry and organisational standards – a template is provided.

Industry and Organisational Compliance Standards	
ANALYSIS CHECKLIST	
Sales Performance Report	
Agrees with Industry Standards	
<i>Use all data for known purposes</i>	<input checked="" type="checkbox"/>
<i>Establish uses of information</i>	<input type="checkbox"/>
<i>Be open and transparent about your privacy practices</i>	<input type="checkbox"/>
Provide a brief explanation why reports agree to industry standards (20 – 40 words)	
Students are to provide a brief explanation as to why the data analysis does meet these industry standards.	
Agrees with Organisational Standards:	
Accounting Policies and Procedures	<input type="checkbox"/>
Privacy Policy	<input type="checkbox"/>
Provide a brief explanation of why reports agree to organisational standards (20 – 40 words)	
Students are to provide a brief explanation as to why the data analysis does meet these industry standards.	

4.6 As a best practice organisation, Flowers 2U Pty Ltd outline in its Privacy Policy that all finance analysis files must be stored in the Finance Analysis folder and states that this folder must be [password protected following the steps outlined here](#)¹.

In the space below, in your own words, describe the steps required to password-protect files. (150 to 200 words)

¹ <https://www.businessinsider.com/guides/tech/how-to-password-protect-a-folder>

Insert a screenshot of the encrypted files stored in an appropriately named folder below.

For satisfactory performance, the student's response must demonstrate *the ability to file and store records to meet security requirements.*

The exact wording will differ but should reflect the following for Windows (Mac users will have an alternate process)

- *Open Windows Explorer, find the folder you want to password-protect and right-click on it.*
- *Select "Properties."*
- *You need to select this option from the pop-up window that appears.*
- *Click "Advanced."*
- *You can find this option at the bottom right of the new dialogue box.*
- *At the bottom of the Advanced Attributes menu that appears, check the box labelled "Encrypt contents to secure data."*
- *You can also compress your folder to reduce its size while encrypting it.*
- *Click "OK."*
- *Upon returning to the main window, click "Apply."*
- *On the "Confirm Attribute Changes" window, choose between "Apply changes to this folder only" or "Apply changes to this folder, subfolders and files."*
- *You can encrypt only the main folder or the subfolders and files contained within it.*
- *Select "OK."*
- *A notification prompting you to back up your file encryption key will appear. Click "Backup now."*
- *Insert a USB flash drive into your computer, follow the on-screen instructions to create your encryption certificate and export it to the USB drive.*

A screenshot must be provided as evidence for assessment.

Submission instructions

Submit your assessment via the LMS.

- A copy of this document with Part A Completed and Saved as FNSINC612_AT2_Part_A_[your_name]
- A copy of your Sales performance report Saved as FNSINC612_AT2_Part_A_sales_performance_report[your_name]
- A copy of your Modified Sales performance report as FNSINC612_AT2_Part_A_Corrections_report[your_name]

Assessor instructions Part A: Interpret and analyse data to assess sales performance

Purpose of task

This part is designed to ensure that the student can apply statistical methods to work, source and interpret statistical data, analyse data using statistical techniques and tools and record statistical data analysis results and records.

Guidance to the assessor about the task

The student must have access to statistical modelling software and data, office equipment, technology, software and consumables, organisational policies and procedures, legislation and regulations relating to financial statistics and tools, and statistical reports and data to meet the assessment conditions.

The student must have access to statistical reports and data to meet the assessment conditions.

There is no due submission date for this task. Students may submit this task when they are ready.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

Benchmark assessment spreadsheets should be downloaded to assist in your assessment.

Parts A and B

- FNSINC612_Flowers2U_Estimated Operational Expenses Report_AG

Marking criteria Part A: Interpret and analyse data to assess sales performance

Assessment submission checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Part A: Interpret and analyse data to assess sales performance		
1	AT document with Part A Completed and Saved as FNSINC612_AT2_Part_A_[your_name]	<input type="checkbox"/>
2	Sales performance report Saved as FNSINC612_AT2_Part_A_sales_performance_report[your_name]	<input type="checkbox"/>
3	Modified Sales performance report as FNSINC612_AT2_Part_A_Corrections_report[your_name]	<input type="checkbox"/>

Assessment marking criteria

Assessor instructions: All sections must be completed. Referring to the templates above, the assessor must also access a benchmark copy of FNSINC612_Flowers2U_Sales Performance Report_AG for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
Part A: Interpret and analyse data to assess sales performance			
1	Identify the objectives.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1.1	<p>Identify the required work outcomes.</p> <p><i>The student must analyse complex statistical documentation from various sources and consolidate information relating to specific criteria to determine requirements. In this part of the assessment, the spreadsheet provided in the resources constitutes complex statistical documentation, and the case study contains information about specific criteria.</i></p> <p>In this part of the assessment, the work outcome is:</p> <ul style="list-style-type: none"> The type of analysis required to assess sales performance <p><i>The student demonstrated the ability to determine the required work outcome. The work outcome in PART A is a descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

	<ul style="list-style-type: none"> the type of report required <i>The type of report required is a sales performance report.</i> 		
1.2	<p>Develop a strategy to achieve the required work outcomes.</p> <p><i>The student's strategy must include three (3) steps to ensure compliance with Flowers 2U policies, procedures, standards, and regulatory requirements in order of priority</i></p> <p><i>Three (3) steps to ensure compliance must be provided.</i></p> <p><i>The student demonstrated the ability to develop strategies that confirm organisational policies, procedures and regulatory requirements and plan strategic priorities and outcomes within a flexible context in a diverse environment exposed to competing demands. In this assessment, the strategy must include the requirements to produce a sales performance report.</i></p> <ul style="list-style-type: none"> An Outline Of What Will Be Included In The Sales Performance Report <i>An outline of report inclusions will include the following:</i> <ul style="list-style-type: none"> <i>an overview of the work outcome or question</i> <i>information about the data and what will be used to hypothesise</i> <i>appropriate visuals</i> <i>the results of the analysis</i> <i>conclusions</i> <i>recommendations.</i> Two (2) Ideas To Ensure The Sales Performance Report Will Be Useful <i>Two (2) ideas must be provided. In this assessment, innovative ideas could relate to the format (making the report easier to read), the content (including visual aids), or highlighting areas of importance.</i> Clear Language <i>Clear language is easy to understand including include, including Reader-centered organisation, "You" and other pronouns, Active voice, not passive, Short sentences and paragraphs, Common, everyday words, Easy-to-follow design features (lists, headers, tables)</i> <p><i>The student demonstrated sufficient knowledge about organisational standards – in this assessment, the student is asked to confirm the requirements in a strategy. Standards may relate to accuracy, privacy, legal and regulatory compliance, and ethical behaviour.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2	Collect the data.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.1	<p>Identify the required data to achieve the required work outcome.</p> <p><i>The student demonstrated the ability to determine the data required to complete a descriptive analysis in the context of a sales performance report.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

2.2	<p>Describe the following four statistical tools and techniques and how you can use them to assess sales performance for Flowers 2U.</p> <ul style="list-style-type: none"> • Probability sampling • Profitability ratios • Simple linear regression • Accounting Ratios <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART A - descriptive analysis – interpreting and analysing data to assess current/ recent circumstances.</i></p> <p><i>For satisfactory performance, the student's response must demonstrate that they can work autonomously, making high-level decisions to achieve organisational goals. In this assessment, the student makes decisions to either include or exclude statistical tools and techniques to achieve the work outcome.</i></p>		
i	<p>Probability sampling</p> <p><i>The student demonstrated the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
ii	<p>Profitability ratios</p> <p><i>The student demonstrated the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis.</i></p>		
iii	<p>Simple linear regression</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis.</i></p>		
iv	<p>Accounting Ratios</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis.</i></p>		
3	Clean the data.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.1	<p>Access the data.</p> <p><i>The student demonstrated the ability to access internal and external data and information sources to gather the required data. The student is deemed to have accessed the data if they can produce a suitable sales performance report.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.2	<p>Assess the data.</p> <p><i>The student must:</i></p> <ul style="list-style-type: none"> • <i>consolidate information relating to specific criteria to determine requirements – in this assessment; the specific criteria are defined in the ABS DQ</i> • <i>record information using clear language and organisational formats – a template is provided</i> • <i>analyse information according to organisational requirements and priorities – priorities were identified in the strategy to produce a sales performance report</i> • <i>implements strategies that confirm regulatory requirements – in this assessment, requirements are defined in the ABS DQF</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS

	<ul style="list-style-type: none"> • <i>relevant information is statistically important to the analysis, generated from a relevant organisation, applicable to the relevant site, suited to the purpose</i> • <i>timely information is current or recent, collected often, applicable to the correct period, updated or revised</i> • <i>accurate information is collected from a reliable source, adjusted correctly, of suitable sample size, unbiased, with no errors</i> • <i>accessible information is included in a suitable format</i> 		
3.3	<p>Correct data errors.</p> <p>The student used tools and techniques to:</p> <ul style="list-style-type: none"> • <i>remove transcription errors</i> • <i>correct formulas or calculations</i> • <i>discard mismatched data</i> • <i>replace missing values with estimated values</i> <p><i>The student demonstrated that they could analyse and apply tools and techniques to correct data errors – the student is deemed to have corrected data errors if they can use the data to complete a suitable analysis.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4	<p>Analyse the data and produce a sales performance report.</p> <p><i>The student must have access to statistical modelling software and data, office equipment, technology, software and consumables, organisational policies and procedures, legislation and regulations relating to financial statistics and tools, and statistical reports and data to meet the assessment conditions.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.1	<p>Complete a descriptive analysis.</p> <p><i>The student demonstrated that they can:</i></p> <ul style="list-style-type: none"> • <i>Produce reports of analysis in a format suited to meet the required work outcome – a benchmark report is included in the Assessors guide spreadsheet</i> • <i>perform mathematical calculations to analyse statistical information and research to consolidate and inform others – calculations are performed using data analysis software/ the data analysis function in Microsoft Excel</i> • <i>implements strategies that confirm organisational policies, procedures, and regulatory requirements are met – the student outlined the requirements in task 1.2</i> • <i>gathers and analyses feedback – the student uses information from the spreadsheet and e-mail provided by the finance department to conduct the analysis.</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.2	<p>Use the population size data to identify the state with the most market potential based on its population size for increasing sales in the future.</p> <p><i>The student demonstrated the ability to perform mathematical calculations to analyse statistical information and research to consolidate and inform others.</i></p> <p><i>For example:</i> <i>Western Australia has the most market potential based on its population size, as it is the next largest population after QLD.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

4.3	<p>Draft an e-mail to the finance department asking for feedback on your analysis to improve organisational outcomes.</p> <p><i>The student demonstrated the ability to seek feedback to improve organisational outcomes.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.4	<p>Apply the feedback to the sales performance report:</p> <p>A modified version of your sales performance report must be submitted as evidence for assessment.</p> <p><i>The student demonstrated the ability to:</i></p> <ul style="list-style-type: none"> <i>Use features and functions of digital tools to complete work tasks</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.5	<p>Use the checklist to confirm the accuracy and consistency of your analysis with industry and organisational standards.</p> <p><i>The student demonstrated the ability to confirm the accuracy and consistency of their analysis with industry and organisational standards – a template is provided.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.6	<p>As a best practice organisation, Flowers 2U Pty Ltd outline in its Privacy Policy that all finance analysis files must be stored in the Finance Analysis folder and states that this folder must be encrypted following the steps outlined here².</p> <p><i>A screenshot must be provided as evidence for assessment.</i></p> <p><i>The student demonstrated the ability to file and store records to meet security requirements.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

² <https://www.businessinsider.com/guides/tech/how-to-password-protect-a-folder>

Task instructions [for the student] Part B: Interpret and analyse data to estimate operational expenses

Read the case study and download the data before you begin. All tasks must be completed considering the fictitious business, Flowers 2U. Compliance with the included policies, procedures, legislation, and regulations is mandatory throughout the assessment.

To commence the second of your assigned tasks in the case study:

Steps

1 Identify the objectives.

1.1 Identify the required work outcomes.

Approximate word count: (20 to 30 words)

In this part of the assessment, the work outcome is:

- the type of analysis required to estimate costs
- the type of report required.

The student must analyse complex statistical documentation from various sources and consolidate information relating to specific criteria to determine requirements. In this part of the assessment, the spreadsheet provided in the resources constitutes complex statistical documentation, and the case study contains information about specific criteria.

In this part of the assessment, the work outcomes are:

- The type of analysis required to estimate costs
Although the wording may vary slightly for satisfactory performance, the student's response must demonstrate the ability to determine the required work outcome. The work outcome in PART B is a diagnostic analysis – interpreting and analysing data to determine relationships/ future circumstances.
- the type of report required

The type of report required is an operational expense report.

1.2 Create a work plan for Part B

Read ahead for Part B and create a work plan to complete the task showing the estimated time and resources you will need in a working week. [Word count will vary, but time and resources must be shown across a working week.]

- Your work plan can be in a table format or a calendar program such as MS Outlook
- Use your experience in part A to estimate and allocate time and resources across a working week.
- Your work plan should show any research, documents, people or other resources required for each time block you map out.
- Show other variables such as time allocated for other work or study commitments, breaks etc.

For satisfactory performance, the student's response must demonstrate the self-management skills to plan strategic priorities and outcomes within a flexible context in a diverse environment exposed to competing demands. [Word count will vary, but time and resources must be shown across a working week.]

The student can do this in a table format, or a calendar program such as MS Outlook

The student must show estimations and allocation of time and resources across a working week.

The work plan should show any research, documents, people or other resources required for each time block they map out.

The work plan must show time allocated for other work or study commitments, breaks etc.

2 Collect the data.

2.1 Identify the required data to achieve the required work outcome.

Approximate word count: 20

Although the wording may vary slightly for satisfactory performance, the student's response must demonstrate the ability to determine the data required to complete a descriptive analysis in the context of an operational expenses report. The data required will be:

- *previous years' operational cost data*
- *forecasted CPI*
- *wage growth data*
- *florists/ [industry benchmark data](#) (rent to turnover ratio) provided by the Australian Taxation Office to verify the estimated rental expenses*

2.2 Select two of the following statistical tools and techniques and describe how you will use them to interpret and analyse data to estimate operational expenses for Flowers 2U.

You can select any two of the following three alternatives.

- Profitability ratios
- Simple linear regression
- Accounting Ratios

i	<p>Profitability ratios <i>[100 – 130 words]</i></p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART B - diagnostic analysis – interpreting and analysing data to determine relationships/ future circumstances.</i></p> <p><i>Profitability ratios are a class of financial metrics used to assess a business's ability to generate earnings relative to its revenue, operating costs, balance sheet assets, or shareholders' equity over time, using data from a specific point in time. Profitability ratios are one of the most popular metrics used in financial analysis, and they generally fall into two categories—margin ratios and return ratios. Profitability ratios can be compared with efficiency ratios, which consider how well a company uses its assets internally to generate income (as opposed to after-cost profits). Return on Equity (ROE), Return on Assets (ROA), Profit Margin.</i></p> <p><i>Profitability ratios are used to assess sales performance for Flowers 2U using metrics around Return on Equity (ROE), Return on Assets (ROA) and Profit Margins.</i></p>
ii	<p>Simple linear regression <i>[150 – 200 words]</i></p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART B - diagnostic analysis – interpreting and analysing data to determine relationships/ future circumstances.</i></p> <p><i>Simple linear regression is used to estimate the relationship between two quantitative variables. A simple linear regression model estimates the relationship between one independent variable and one dependent variable using a straight line. Both variables should be quantitative. It can be used to determine how strong the relationship is between two variables [e.g., the relationship between sales and customers contacted]. Simple linear regression analysis helps determine the</i></p>

	<p>two components of a mixed cost (also known as semivariable cost): The amount that is fixed or constant: The variable rate [the rate by which the total cost changes when there is one additional unit of the independent variable]</p> <p>Simple linear regression is used to measure costs. For example, if Flowers 2U needs to know how much its monthly electricity bill is affected by changes in production machine hours, it will use the amount of each month's electricity bill [the dependent variable] and then determine the number of production machine hours [the independent variable] that occurred between the meter reading dates on the bill.</p>
iii	<p>Accounting Ratios (100 – 130 words)</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART B - diagnostic analysis – interpreting and analysing data to determine relationships/ future circumstances.</i></p> <p><i>An accounting ratio compares two line items in a company's financial statements: its income statement, balance sheet, and cash flow statement. These ratios can be used to evaluate a company's fundamentals and provide information about the performance of the company over the last quarter or fiscal year. Analysing accounting ratios is important in determining a company's financial health. Types of Accounting Ratios include Gross Margins and Operating Margins, Debt-To-Equity Ratios, Quick Ratios and Dividend Payout Ratios.</i></p> <p><i>Flowers 2U could locate areas bringing the company's profitability down and therefore need improvement. The efficacy of Flowers 2U's management plans, new products, and changes in operational procedures can all be determined by analysing accounting ratios.</i></p>

3 Analyse the data and produce an operational expense report.

3.1 Complete a diagnostic analysis.

Download the spreadsheet FNSINC612_Flowers2U_Estimated Operational Expenses Report.xlsx.

To complete this part of the assessment:

- a) Consider the previous year's operating expenses³:

	Last Year's Total
Office salaries	\$ 126,950.00
Office Supplies	\$ 7,800.00
Sales salaries	\$ 153,050.00
Advertising expense	\$ 17,250.00
Depreciation expense	\$ 24,900.00
Rent expense	\$ 60,000.00
Utilities expense	\$ 42,800.00
Bank charges	\$ 3,050.00
Total operating expenses	\$ 435,800.00

³ This has been sourced from Flowers2U Pty Ltd Finance System

Analyse the operational data to ensure the formulas are correct. Then, use the tools in excel to correct any errors you identify.

Operational Data

Number of arrangements sold	
Number of staff	

- b) Forecast office salaries and sales salaries to increase from the previous year using the [recent wage growth percentage](#)⁴ provided by ABS. Then, spread the salary costs evenly across the 12 months for the coming financial year.

Add a pie chart that shows a breakup of operating expenses for the year ending 20XX. Ensure your data label option includes a %. Interpret the graph to identify what % of office salaries is of the total operating expense budget.

- c) Use the florist's [industry benchmark data](#)⁵ (rent to turnover ratio) provided by the Australian Taxation Office to verify that the estimated rental expenses are accurate compared to other florists with an annual turnover of more than \$600 000. Assume that turnover is estimated to be \$700 000 and use the average rent-to-turnover percentage provided by the ATO. Adjust the rental expense where necessary.
- d) Complete the Utility Expense Modelling tab to satisfy the organisational requirement by determining whether the number of arrangements sold should continue to be used to predict future utility expenses or whether it needs to be remodelled using the number of staff. This cost is a current organisational priority.

Use the data provided in this tab to conduct regression analysis for the number of arrangements sold and the number of staff. Please note you will need to add the Analysis ToolPak in Excel and [follow the steps](#)⁶ to complete a regression analysis using the number of arrangements sold and the number of staff separately.

Display the regression analysis summary outputs on this tab and highlight and interpret the R Square to determine which cost driver you will use to estimate the utility cost. Add comments to explain your analysis. Depending on the outcome of your analysis, select one of the totals below to add to the operating expense budget:

Total FY 20XX Utility Expense using:

- If the number of arrangements sold is interpreted to be the most effective, add \$56 400 of Utility expenses to the Operating Expenses tab
- If the number of staff is interpreted to be the most effective, add \$40 560 of Utility expenses to the Operating Expenses tab

Spread the utility costs evenly across the 12 months for the coming financial year.

- e) All other expenses are estimated to increase by the [latest CPI figure](#)⁷ provided by ABS and spread evening across the 12 months.

Note: All cells must be completed are highlighted in blue.

A copy of your spreadsheet must be submitted as evidence for assessment.

For satisfactory performance, the student's response must demonstrate that they can:

⁴ <https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/wage-price-index-australia/latest-release>

⁵ <https://www.ato.gov.au/Business/Small-business-benchmarks/In-detail/Benchmarks-by-industry/Retail-trade/Florists/>

⁶ <https://www.excel-easy.com/examples/regression.html>

⁷ <https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/consumer-price-index-australia/latest-release>

- *Perform mathematical calculations to analyse statistical information and research to consolidate and inform others – calculations are performed using data analysis software/ the data analysis function in Microsoft Excel*
- *produce reports of analysis in a format that enable the required work outcome – a benchmark report is included in the Assessors guide spreadsheet*
- *implement strategies that confirm organisational policies, procedures, and regulatory requirements are met – the student outlined the requirements in task 1.2*
- *gathers and analyses feedback – the student uses information from the instructions to conduct the analysis.*

4. Use the checklist to confirm the accuracy and consistency of your analysis with industry and organisational standards.

For satisfactory performance, the student's response must demonstrate the ability to confirm the accuracy and consistency of their analysis with industry and organisational standards – a template is provided.

Industry and Organisational Compliance Standards	
ANALYSIS CHECKLIST	
	Estimated Operational Expenses Report
Agrees with Industry Standards	
<i>Use all data for known purposes</i>	<input checked="" type="checkbox"/>
<i>Establish uses of information</i>	<input checked="" type="checkbox"/>
<i>Be open and transparent about your privacy practices</i>	<input checked="" type="checkbox"/>
Provide a brief explanation why reports agree to industry standards (20 – 40 words) Students are to provide a brief explanation as to why the data analysis does meet these industry standards.	
Agrees with Organisational Standards:	
Accounting Policies and Procedures	<input checked="" type="checkbox"/>
Privacy Policy	<input type="checkbox"/>
Provide a brief explanation of why reports agree to organisational standards (20 – 40 words) Students are to provide a brief explanation as to why the data analysis does meet these industry standards.	

5. As a best practice organisation, Flowers 2U Pty Ltd outline in its Privacy Policy that all budgeting analysis files must be stored in the Budgeting Analysis folder and states that this folder must be [password protected following the steps outlined here](https://www.businessinsider.com/guides/tech/how-to-password-protect-a-folder)⁸.

In the space below, in your own words, describe the steps required to password-protect files. (150 to 200 words)

⁸ <https://www.businessinsider.com/guides/tech/how-to-password-protect-a-folder>

Insert a screenshot of the encrypted files stored in an appropriately named folder below.

For satisfactory performance, the student's response must demonstrate *the ability to file and store records to meet security requirements.*

The exact wording will differ but should reflect the following for Windows (Mac users will have an alternate process)

- *Open Windows Explorer, find the folder you want to password-protect and right-click on it.*
- *Select "Properties."*
- *You need to select this option from the pop-up window that appears.*
- *Click "Advanced."*
- *You can find this option at the bottom right of the new dialogue box.*
- *At the bottom of the Advanced Attributes menu that appears, check the box labelled "Encrypt contents to secure data."*
- *You can also compress your folder to reduce its size while encrypting it.*
- *Click "OK."*
- *Upon returning to the main window, click "Apply."*
- *On the "Confirm Attribute Changes" window, choose between "Apply changes to this folder only" or "Apply changes to this folder, subfolders and files."*
- *You can encrypt only the main folder or the subfolders and files contained within it.*
- *Select "OK."*
- *A notification prompting you to back up your file encryption key will appear. Click "Backup now."*
- *Insert a USB flash drive into your computer, follow the on-screen instructions to create your encryption certificate and export it to the USB drive.*

A screenshot must be provided as evidence for assessment.

6. Draft an e-mail to the Finance Manager Kim Dang asking for feedback and any corrections required on your analysis of the budgeting report to help improve organisational outcomes.

Approximate word count: *[30 to 40 words]*

To:	Kim Dang
Subject:	Feedback about my budgeting report
Body of e-mail:	<p><i>Dear Kim,</i></p> <p><i>I hope you are well.</i></p> <p><i>I am attaching my budgeting report.</i></p> <p><i>Would you please provide feedback concerning any required corrections and let me know what action is required?</i></p>

	<p><i>Preeti Chandi</i></p> <p>Finance, Flowers 2U Pty Ltd</p> 
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7. In the space below, in your own words, write a brief update for the procedures manual that outlines the need to list all people involved in preparing documents that interpret and analyse data for estimating operational expenses.

Develop a table listing all the people involved in interpreting and analysing data for estimating operational expenses and include it in the procedure as an example

[100 to 150 words]

The exact wording will differ but should reflect the following:

The student must write a brief update for the procedures manual outlining the need to list all people involved in preparing documents that interpret and analyse data for estimating operational expenses.

The student must include a table listing all the people involved in interpreting and analysing data for estimating operational expenses and include it in the procedure as an example

For satisfactory performance, the student's response must demonstrate the initiative and enterprise required to

- Develop and implement a strategy that confirms organisational policies, procedures, and regulatory requirements are being met.*
- Monitor and review organisational policies and procedures and adherence to legislative requirements to implement and manage change.*

People and roles listed must include:

Name	Role
<i>Mandy Mills:</i>	<i>Supervisor of the finance and accounting team</i>
<i>Kim Dang</i>	<i>Finance Manager</i>
<i>Alfie Horton</i>	<i>Head of the finance department QA team</i>
<i>Preeti Chandi</i>	<i>Data and Reporting Analyst in the finance and accounting team [the student]</i>

Submission instructions

Submit your assessment via the LMS.

- A copy of this document with Parts A and B Completed and Saved as FNSINC612_AT2_Part_B_[your_name]
- A copy of your estimated operational expenses report Saved as FNSINC612_AT2_Part_B_estimated_operational_expenses_report[your_name]

Assessor instructions Part B: Interpret and analyse data to estimate operational expenses

Purpose of task

This part is designed to ensure that the student can apply statistical methods to work, source and interpret statistical data, analyse data using statistical techniques and tools and record statistical data analysis results and records.

Guidance to the assessor about the task

The student must have access to statistical modelling software and data, office equipment, technology, software and consumables, organisational policies and procedures, legislation and regulations relating to financial statistics and tools, and statistical reports and data to meet the assessment conditions.

The student must have access to statistical reports and data to meet the assessment conditions.

There is no due submission date for this task. Students may submit this task when they are ready.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

The benchmark assessment spreadsheet should be downloaded to assist in your assessment.

Parts A and B

- FNSINC612_Flowers2U_Estimated Operational Expenses Report_AG

Marking criteria Part B: Interpret and analyse data to estimate operational expenses

Assessment submission checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Part B: Interpret and analyse data to estimate operational expenses		
1	A copy of this document with Parts A and B Completed and Saved as FNSINC612_AT2_Part_B_[your_name]	<input type="checkbox"/>
2	A copy of your estimated operational expenses report Saved as FNSINC612_AT2_Part_B_estimated_operational_expenses_report[your_name]	<input type="checkbox"/>

Assessment marking criteria

Assessor instructions:

All sections must be completed. In addition, refer to the templates above; the assessor must also access a benchmark copy of FNSINC612_Flowers2U_Estimated Operational Expenses Report_AG for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily [S] covered the following criteria, or the evidence is not yet satisfactory [NYS] and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
Part B: Interpret and analyse data to estimate operational expenses			
1	Identify the objectives.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1.1	<p>Identify the required work outcomes.</p> <p><i>The student must analyse complex statistical documentation from various sources and consolidate information relating to specific criteria to determine requirements. In this part of the assessment, the spreadsheet provided in the resources constitutes complex statistical documentation, and the case study contains information about specific criteria.</i></p> <p>In this part of the assessment, the work outcome is:</p> <ul style="list-style-type: none"> The type of analysis required to estimate costs <i>Although the wording may vary slightly for satisfactory performance, the student's response must demonstrate the ability to determine the required work outcome. The work outcome in PART B is a diagnostic analysis – interpreting and analysing data to determine relationships/ future circumstances.</i> the type of report required <i>The type of report required is an operational expense report.</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2	Collect the data.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.1	<p>Identify the required data to achieve the required work outcome.</p> <p><i>Although the wording may vary slightly for satisfactory performance, the student's response must demonstrate the ability to determine the data required to complete a descriptive analysis in the context of an operational expenses report. The data required will be:</i></p> <ul style="list-style-type: none"> <i>previous years' operational cost data</i> <i>forecasted CPI</i> <i>wage growth data</i> <i>florists/ industry benchmark data (rent to turnover ratio) provided by the Australian Taxation Office to verify the estimated rental expenses</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.2	<p>Select two of the following statistical tools and techniques and describe how you will use them to interpret and analyse data to estimate operational expenses for Flowers 2U. Probability sampling</p> <p><i>The student can select any two of the following three alternatives.</i></p> <ul style="list-style-type: none"> Profitability ratios Simple linear regression Accounting Ratios <p><i>For satisfactory performance, the student's response must demonstrate that they can work autonomously, making high-level decisions to achieve organisational goals. In this assessment, the student makes decisions to either include or exclude statistical tools and techniques to achieve the work outcome. For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for descriptive analysis and be related to the work outcome in PART B - diagnostic analysis –</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

	<i>interpreting and analysing data to determine relationships/ future circumstances.</i>		
	<p>i Profitability ratios <i>The student demonstrated the ability to evaluate and select statistical techniques applicable to financial services work for descriptive analysis.</i></p>		
	<p>ii Simple linear regression <i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial diagnostic analysis.</i></p>		
	<p>iii Accounting Ratios <i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial diagnostic analysis.</i></p>		
3	<p>Analyse the data and produce an operational expense report. <i>The student must have access to statistical modelling software and data, office equipment, technology, software and consumables, organisational policies and procedures, legislation and regulations relating to financial statistics and tools, and statistical reports and data to meet the assessment conditions.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.1	<p>Complete a diagnostic analysis. <i>For satisfactory performance, the student's response must demonstrate that they can:</i></p> <ul style="list-style-type: none"> <i>• Perform mathematical calculations to analyse statistical information and research to consolidate and inform others – calculations are performed using data analysis software/ the data analysis function in Microsoft Excel</i> <i>• produce reports of analysis in a format that enable the required work outcome – a benchmark report is included in the Assessors guide spreadsheet</i> <i>• implement strategies that confirm organisational policies, procedures, and regulatory requirements are met – the student outlined the requirements in task 1.2</i> <i>• gathers and analyses feedback – the student uses information from the instructions to conduct the analysis.</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4	<p>Use the checklist to confirm the accuracy and consistency of your analysis with industry and organisational standards. <i>For satisfactory performance, the student's response must demonstrate the ability to confirm the accuracy and consistency of their analysis with industry and organisational standards – a template is provided.</i></p>		
5	<p>Describe the steps required to password-protect files. (150 to 200 words) Insert a screenshot of the encrypted files stored in an appropriately named folder below. <i>For satisfactory performance, the student's response must demonstrate the ability to file and store records to meet security requirements.</i> <i>A screenshot of the encrypted files stored in an appropriately named folder should be provided</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

6	<p>Draft an e-mail to the Finance Manager Kim Dang asking for feedback on the budgeting report analysis to help improve organisational outcomes.</p> <p><i>For satisfactory performance, the student's response must demonstrate the Self-management skills required to gather and analyse data and seek feedback to improve organisational outcomes</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
7	<p>Write an update for the procedures manual that outlines the need to list all people involved in preparing documents that interpret and analyse data for estimating operational expenses and develop a table listing all the people involved in interpreting and analysing data for estimating operational expenses and including it in the procedure as an example</p> <p><i>The student must write a brief update for the procedure manual outlining the need to list all people involved in preparing documents that interpret and analyse data for estimating operational expenses.</i></p> <p><i>The student must include a table listing all the people involved in interpreting and analysing data for estimating operational expenses and include it in the procedure as an example</i></p> <p><i>For satisfactory performance, the student's response must demonstrate the initiative and enterprise required to</i></p> <ul style="list-style-type: none"> <i>• Develop and implement a strategy that confirms organisational policies, procedures, and regulatory requirements are being met.</i> <i>• Monitor and review organisational policies and procedures and adherence to legislative requirements to implement and manage change.</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS

Task instructions [for the student] Part C: Interpret and analyse data to inform potential investors

Read the case study and download the data before you begin. All tasks must be completed considering the fictitious business, Flowers 2U. Compliance with the included policies, procedures, legislation, and regulations is mandatory throughout the assessment.

To commence the third of your assigned tasks in the case study:

Steps

1 Identify the objectives.

1.1 Identify the required work outcomes.

Approximate word count: 30

In this part of the assessment, the work outcome is:

- the type of analysis required to inform potential investors
- the type of report required

The student must analyse complex statistical documentation from various sources and consolidate information relating to specific criteria to determine requirements. In this part of the assessment, the spreadsheet provided in the resources constitutes complex statistical documentation, and the case study contains information about specific criteria.

In this part of the assessment, the work outcome is:

- The type of analysis required to inform potential stakeholders
Although the wording may vary slightly for satisfactory performance, the student's response must demonstrate the ability to determine the required work outcome. The work outcome in PART C is a predictive analysis – interpreting and analysing data to determine future possibilities.
- the type of report required

The type of report required is a potential investor report.

1.2 Create a work plan for Part C

Read ahead for Part C and create a work plan to complete the final task showing the estimated time and resources you will need in a working week. [Word count will vary, but time and resources must be shown across a working week.]

- Your work plan can be in a table format or a calendar program such as MS Outlook
- Use your experience in part A to estimate and allocate time and resources across a working week.
- Your work plan should show any research, documents, people or other resources required for each time block you map out.
- Show other variables such as time allocated for other work or study commitments, breaks etc.

For satisfactory performance, the student's response must demonstrate the self-management skills to plan strategic priorities and outcomes within a flexible context in a diverse environment exposed to competing demands. [Word count will vary, but time and resources must be shown across a working week.]

The student can do this in a table format, or a calendar program such as MS Outlook

The student must show estimations and allocation of time and resources across a working week.

The work plan should show any research, documents, people or other resources required for each time block they map out.

The work plan must show time allocated for other work or study commitments, breaks etc.

2 Collect the data.

2.1 Identify the required data to achieve the required work outcome.

Approximate word count: 20

For satisfactory performance, the student's response must demonstrate the ability to determine the data required to complete a descriptive analysis in the context of a potential investor report. Data to be identified will be:

- *historical net income*
- *total debt*
- *total equity*
- *market share*
- *forecasted growth in sales %*

2.2 Select two of the following statistical tools and techniques and describe how you will use them to interpret and analyse data to inform potential investors in Flowers 2U.

- Probability sampling
- Profitability ratios
- Simple linear regression
- Accounting Ratios

i Probability sampling

[100 – 130 words]

For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis and relate to the work outcome in PART C - predictive analysis – interpreting and analysing data to determine future possibilities.

Probability sampling is a method that involves randomly selecting a sample or part of the population you want to research. It is also sometimes called random sampling.

To qualify as random, each research unit (e.g., person, business, or organisation in your population) must have an equal chance of being selected. This is usually done through a random selection process, like a drawing.

Market research using Probability sampling is used to assess potential sales performance for Flowers 2U by including random selections of research subjects using a fishbowl draw, a random number generator, and a random number function in Microsoft Excel to help assess market potential.

ii Profitability ratios

[100 – 130 words]

For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis and relate to the work outcome in PART C - predictive analysis – interpreting and analysing data to determine future possibilities.

Profitability ratios are a class of financial metrics used to assess a business's ability to generate earnings relative to its revenue, operating costs, balance sheet assets, or shareholders' equity over time, using data from a specific point in time. Profitability ratios are one of the most popular metrics used in financial analysis, and they generally fall into two categories—margin ratios and return ratios. Profitability ratios can be compared with efficiency ratios, which consider how well a

	<p><i>company uses its assets internally to generate income (as opposed to after-cost profits). Return on Equity (ROE), Return on Assets (ROA), Profit Margin.</i></p> <p><i>Profitability ratios are used to assess sales performance for Flowers 2U using metrics around Return on Equity (ROE), Return on Assets (ROA) and Profit Margins.</i></p>
iii	<p>Simple linear regression (150 – 200 words)</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis and relate to the work outcome in PART C - predictive analysis – interpreting and analysing data to determine future possibilities.</i></p> <p>Simple linear regression is used to estimate the relationship between two quantitative variables. A simple linear regression model estimates the relationship between one independent variable and one dependent variable using a straight line. Both variables should be quantitative. It can be used to determine how strong the relationship is between two variables (e.g., the relationship between sales and customers contacted). Simple linear regression analysis helps determine the two components of a mixed cost (also known as semivariable cost): The amount that is fixed or constant: The variable rate (the rate by which the total cost changes when there is one additional unit of the independent variable)</p> <p>Simple linear regression is used to measure costs. For example, if Flowers 2U needs to know how much its monthly electricity bill is affected by changes in production machine hours, it will use the amount of each month's electricity bill (the dependent variable) and then determine the number of production machine hours (the independent variable) that occurred between the meter reading dates on the bill.</p>
iv	<p>Accounting Ratios (100 – 130 words)</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis and relate to the work outcome in PART C - predictive analysis – interpreting and analysing data to determine future possibilities.</i></p> <p><i>An accounting ratio compares two line items in a company's financial statements: its income statement, balance sheet, and cash flow statement. These ratios can be used to evaluate a company's fundamentals and provide information about the performance of the company over the last quarter or fiscal year. Analysing accounting ratios is important in determining a company's financial health. Types of Accounting Ratios include Gross Margins and Operating Margins, Debt-To-Equity Ratios, Quick Ratios and Dividend Payout Ratios.</i></p> <p><i>Flowers 2U could locate areas bringing the company's profitability down and therefore need improvement. The efficacy of Flowers 2U's management plans, new products, and changes in operational procedures can all be determined by analysing accounting ratios.</i></p>

3 Analyse the data and produce a potential investor report.04

3.1 Complete a predictive analysis to satisfy the organisational requirement and priority in seeking additional investment.

Analyse the operational data to ensure the formulas are correct. Use the tools in excel to correct any errors you identify.

Download the spreadsheet FNSINC612_Flowers2U_Key Metrics and Ratios for Investor Report.xlsx.

To complete this part of the assessment:

a) Imagine you have downloaded the following information directly from the finance system:

	Yr. 1	Yr. 2	Yr. 3
Current Assets	\$45,236	\$46,232	\$48,895
Current Liabilities	\$15,003	\$16,523	\$17,256
Cash + Accts. Rec.	\$35,214	\$36,589	\$27,562
Current Liabilities	\$15,003	\$16,523	\$17,256
Total Liabilities	\$35,652	\$36,895	\$37,526
Total Assets	\$55,689	\$56,999	\$57,456
Sales	\$612,502	\$632,451	\$645,253
Gross Profit	\$135,625	\$142,325	\$155,087

This information has been included in the Key Metrics and Ratios for Investor Report template. Analyse the data to ensure the accuracy of the Current Ratios with the source data above. Use the conditional formatting tools in excel to colour code in red any figures that don't match the figures above. Correct any data errors. All Current Ratio figures that match the above figures are to be formatted green using conditional formatting.

- b) Source external data from [IBIS World](https://www.ibisworld.com)⁹ to complete the market metrics section of the report. Include the market size (in dollars) for 2022 and forecast the size of the market for 2023 using the annualised market size growth for 2017-2022.
- c) The Head of Sales has provided you with access to an internal market analysis document outlining Flowers 2U Pty Ltd currently has a 0.2% market share of the Online Flower Shops in Australia, which is forecasted to increase to 0.3% next year.
- d) Add a bar graph to graphically illustrate the trend in the debt ratio over the three (3) years.
- e) Add a line graph to graphically compare the trends in the current and quick ratios over three (3) years.

Note: All cells must be completed and highlighted in blue.

A copy of your spreadsheet must be submitted as evidence for assessment.

For satisfactory performance, the student's response must demonstrate that they can:

- Produce reports of analysis in a format that enables the required work outcome – a benchmark report is included in the Assessors guide spreadsheet*
- perform mathematical calculations to analyse statistical information and research to consolidate and inform others – calculations are performed using data analysis software/ the data analysis function in Microsoft Excel*
- implement strategies that confirm organisational policies, procedures, and regulatory requirements are met – the student outlined the requirements in task 1.2*
- gathers and analyses feedback – the student uses information from the instructions to conduct the analysis.*

⁹ <https://www.ibisworld.com/au/market-size/online-flower-shops/>

4. Use the checklist to confirm the accuracy and consistency of your analysis with industry and organisational standards.

For satisfactory performance, the student's response must demonstrate the ability to confirm the accuracy and consistency of their analysis with industry and organisational standards – a template is provided.

Industry and Organisational Compliance Standards	
ANALYSIS CHECKLIST	
	Investor Report
Agrees with Industry Standards	
<i>Use all data for known purposes</i>	<input checked="" type="checkbox"/>
<i>Establish uses of information</i>	<input checked="" type="checkbox"/>
<i>Be open and transparent about your privacy practices</i>	<input checked="" type="checkbox"/>
<p>Provide a brief explanation why reports agree to industry standards (20 – 40 words)</p> <p>Students are to provide a brief explanation as to why the data analysis does meet these industry standards.</p>	
Agrees with Organisational Standards:	
Accounting Policies and Procedures	<input checked="" type="checkbox"/>
Privacy Policy	<input type="checkbox"/>
<p>Provide a brief explanation of why reports agree to organisational standards (20 – 40 words)</p> <p>Students are to provide a brief explanation as to why the data analysis does meet these industry standards.</p>	

5. As a best practice organisation, Flowers 2U Pty Ltd outline in its Privacy Policy that all business metrics and ratio analysis files must be stored in the Key Business Metrics and Ratios Report folder and states that this folder must be [password protected following the steps outlined here](#)¹⁰.

In the space below, in your own words, describe the steps required to password-protect files. (150 to 200 words)

Insert a screenshot of the encrypted files stored in an appropriately named folder below.

For satisfactory performance, the student's response must demonstrate the ability to file and store records to meet security requirements.

The exact wording will differ but should reflect the following for Windows (Mac users will have an alternate process)

- Open Windows Explorer, find the folder you want to password-protect and right-click on it.*


¹⁰ <https://www.businessinsider.com/guides/tech/how-to-password-protect-a-folder>

- Select "Properties."
- You need to select this option from the pop-up window that appears.
- Click "Advanced."
- You can find this option at the bottom right of the new dialogue box.
- At the bottom of the Advanced Attributes menu that appears, check the box labelled "Encrypt contents to secure data."
- You can also compress your folder to reduce its size while encrypting it.
- Click "OK."
- Upon returning to the main window, click "Apply."
- On the "Confirm Attribute Changes" window, choose between "Apply changes to this folder only" or "Apply changes to this folder, subfolders and files."
- You can encrypt only the main folder or the subfolders and files contained within it.
- Select "OK."
- A notification prompting you to back up your file encryption key will appear. Click "Backup now."
- Insert a USB flash drive into your computer, follow the on-screen instructions to create your encryption certificate and export it to the USB drive.

A screenshot must be provided as evidence for assessment.

6. Draft an e-mail to the Finance Manager, Kim Dang, asking for feedback and any required corrections on your analysis to improve organisational outcomes.

Approximate word count: (30 to 40 words)

To:	Kim Dang
Subject:	Feedback about my Key Business Metrics and Ratios Report
Body of e-mail:	<p><i>Dear Kim,</i></p> <p><i>I hope you are well.</i></p> <p><i>I am attaching my Key Business Metrics and Ratios Report.</i></p> <p><i>Would you please provide feedback concerning any required corrections and let me know what action is required?</i></p> <p><i>Preeti Chandi</i></p> <p>Finance, Flowers 2U Pty Ltd</p> 

7. In the space below, in your own words, write a brief update for the procedures manual that outlines the need to list all people involved in preparing investor-facing documents.

As an example, develop a table listing all the people involved in the preparation of the Interpretation and data analysis for potential investors and include it in the procedure

[100 to 150 words]

The exact wording will differ but should reflect the following

The student must write a brief update for the procedures manual outlining the need to list all people involved in preparing investor-facing documents.

The student must include a table listing all the people involved in preparing investor-facing documents and include it in the procedure as an example

For satisfactory performance, the student's response must demonstrate the initiative and enterprise required to

- Develop and implement a strategy that confirms organisational policies, procedures, and regulatory requirements are being met.*
- Monitor and review organisational policies and procedures and adherence to legislative requirements to implement and manage change.*

People and roles listed must include:

Name	Role
<i>Mandy Mills</i>	<i>Supervisor of the finance and accounting team</i>
<i>Finance Manager</i>	<i>Kim Dang</i>
<i>Alfie Horton</i>	<i>Head of the finance department QA team</i>
<i>Preeti Chandi</i>	<i>Data and Reporting Analyst in the finance and accounting team (the student)</i>

Submission instructions

Submit your assessment via the LMS.

- A copy of this document with Parts A, B and C Completed and Saved as `FNSINC612_AT2_Part_C_[your_name]`
- A copy of your key metrics and ratios for investor report Saved as `FNSINC612_AT2_Part_C_key_metrics_and_ratios_for_investor_report[your_name]`

Assessor instructions Part C: Interpret and analyse data to inform potential investors

Purpose of task

This part is designed to ensure that the student can apply statistical methods to work, source and interpret statistical data, analyse data using statistical techniques and tools and record statistical data analysis results and records.

Guidance to the assessor about the task

The student must have access to statistical modelling software and data, office equipment, technology, software and consumables, organisational policies and procedures, legislation and regulations relating to financial statistics and tools, and statistical reports and data to meet the assessment conditions.

The student must have access to statistical reports and data to meet the assessment conditions.

There is no due submission date for this task. Students may submit this task when they are ready.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

The benchmark assessment spreadsheets should be downloaded to assist in your assessment.

Parts A, B and C.

- FNSINC612_Flowers2U_Estimated Operational Expenses Report_AG

Part C.

- FNSINC612_Flowers2U_Key Metrics and Ratios for Investor Report_AG

Marking criteria Part C: Interpret and analyse data to inform potential investors

Assessment submission checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Part C: Interpret and analyse data to inform potential investors		
1	A copy of this document with Parts A, B and C Completed and Saved as FNSINC612_AT2_Part_C_[your_name]	<input type="checkbox"/>
2	A copy of your key metrics and ratios for investor report Saved as FNSINC612_AT2_Part_C_key_metrics_and_ratios_for_investor_report[your_name]	<input type="checkbox"/>

Assessment marking criteria

Assessor instructions:

All sections must be completed. In addition, refer to the templates above; the assessor must also access a benchmark copy of FNSINC612_Flowers2U_Key Metrics and Ratios for Investor Report_AG for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA	Satisfactory (S)	Not Yet Satisfactory (NYS)
Part C: Interpret and analyse data to inform potential investors		

1	Identify the objectives.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1.1	Identify the required work outcomes. <i>The student must analyse complex statistical documentation from various sources and consolidate information relating to specific criteria to determine requirements. In this part of the assessment, the spreadsheet provided in the resources constitutes complex statistical documentation, and the case study contains information about specific criteria.</i>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2	Collect the data.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.1	Identify the required data to achieve the required work outcome. <i>For satisfactory performance, the student's response must demonstrate the ability to determine the data required to complete a descriptive analysis in the context of a potential investor report.</i>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.2	Select two of the following statistical tools and techniques and describe how you will use them to interpret and analyse data to inform potential investors in Flowers 2U. <i>The student can select any two of the following four alternatives.</i> <ul style="list-style-type: none"> • Probability sampling • Profitability ratios • Simple linear regression • Accounting Ratios <i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis and relate to the work outcome in PART C - predictive analysis – interpreting and analysing data to determine future possibilities.</i> <i>The student's response must demonstrate that they can work autonomously, making high-level decisions to achieve organisational goals. In this assessment, the student makes decisions to either include or exclude statistical tools and techniques to achieve the work outcome.</i>		
	i Probability sampling <i>The student demonstrated the ability to evaluate and select statistical techniques applicable to financial services work for descriptive analysis.</i>		
	ii Profitability ratios <i>The student demonstrated the ability to evaluate and select statistical techniques applicable to financial services work for descriptive analysis.</i>		
	iii Simple linear regression <i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis.</i>		
	iv Accounting Ratios <i>For satisfactory performance, the student's response must demonstrate the ability to evaluate and select statistical tools and techniques applicable to financial services work for diagnostic analysis.</i>		
3	Analyse the data and produce a potential investor report. <i>The student must have access to statistical modelling software and data, office equipment, technology, software and consumables, organisational policies and procedures, legislation and regulations relating to financial</i>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

	<i>statistics and tools, and statistical reports and data to meet the assessment conditions.</i>		
3.1	<p>Complete a predictive analysis.</p> <p><i>For satisfactory performance, the student's response must demonstrate that they can:</i></p> <ul style="list-style-type: none"> <i>Produce reports of analysis in a format that enables the required work outcome – a benchmark report is included in the Assessors guide spreadsheet</i> <i>perform mathematical calculations to analyse statistical information and research to consolidate and inform others – calculations are performed using data analysis software/ the data analysis function in Microsoft Excel</i> <i>implement strategies that confirm organisational policies, procedures, and regulatory requirements are met – the student outlined the requirements in task 1.2</i> <i>gathers and analyses feedback – the student uses information from the instructions to conduct the analysis.</i> 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4	<p>Use the checklist to confirm the accuracy and consistency of your analysis with industry and organisational standards.</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to confirm the accuracy and consistency of their analysis with industry and organisational standards – a template is provided.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
5	<p>Follow policies and procedures to store analysis file must be in the Key Business Metrics and Ratios Report folder; the folder must be password protected</p> <p><i>For satisfactory performance, the student's response must demonstrate the ability to file and store records to meet security requirements.</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
6	<p>Draft an e-mail to the Finance Manager, Kim Dang, asking for feedback on the analysis of the Key Business Metrics and Ratios Report to improve organisational outcomes.</p> <p><i>For satisfactory performance, the student's response must demonstrate the Self-management skills required to gather and analyse data and seek feedback to improve organisational outcomes</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
7	<p>Write a brief update for the procedures manual that outlines the need to list all people involved in preparing investor-facing documents and develop a table listing all the people involved in the preparation of the Interpretation and data analysis for potential investors, including it in the procedure as an example</p> <p><i>The student must write a brief update for the procedure manual outlining the need to list all people involved in preparing investor-facing documents.</i></p> <p><i>The student must include a table listing all the people involved in preparing investor-facing documents and include it in the procedure as an example</i></p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

	<p><i>For satisfactory performance, the student's response must demonstrate the initiative and enterprise required to</i></p> <ul style="list-style-type: none"><i>• Develop and implement a strategy that confirms organisational policies, procedures, and regulatory requirements are being met.</i><i>• Monitor and review organisational policies and procedures and adherence to legislative requirements to implement and manage change.</i>		
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Congratulations, you have reached the end of Assessment 2!

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