

## Competition Brief

<b>Competition title</b>
Accountancy
<b>Competition overview</b>
<p>The coverage of the competition reflects typical aspects of work and responsibilities carried out by those studying bookkeeping transactions and bookkeeping controls. In addition, it tests other key employability skills including the quality of written communication, the ability to prioritise tasks and team work.</p> <p>The main competition will last approximately 2 hours and each team will be provided with a USB pen containing the relevant data and tasks required. A range of both technical knowledge and working skills will need to be demonstrated by all team members.</p>
<b>Entry criteria</b>
This competition is intended for those competitors who have studied AAT Level 2 Bookkeeping Transactions and Bookkeeping Controls.
<b>Number by location/organisation</b>
Maximum three teams of three competitors per College.
<b>Brief</b>
<p>The competitors will be required to demonstrate competence in:</p> <p><b>Technical knowledge:</b></p> <p>A range of tasks will need to be carried out by the team. The details of these tasks will be given on the USB pen. The team may be required to undertake any of the following:</p> <p><b>Sales:</b></p> <ul style="list-style-type: none"><li>• Processing sales invoices</li><li>• Completion of sales daybook and related documents</li><li>• Communication with debtors</li></ul> <p><b>Completion of cash book/petty cash book</b></p> <ul style="list-style-type: none"><li>• Completion of bank/petty cash control account reconciliations</li></ul> <p><b>Completion of Journal entries for any of the following:</b></p> <ul style="list-style-type: none"><li>• Correction of errors</li><li>• Irrecoverable debts</li><li>• Payroll Transactions</li></ul> <p><b>Transferring of ledger accounts/completion of initial trial balance</b></p>

- Treatment of discounts
- Calculation of prompt payment discount
- Treatment of prompt payment discount in the books of prime entry/ledgers

**As these activities will be carried out using computers, individuals may be assessed on their computer skills, such as:**

- Use of passwords
- Maintaining records
- Health and safety aspects of computers

**Employability skills:**

In addition to the technical skills the teams will be required to demonstrate key employability skills as follows:

- An appropriate level of written communication covering communications to debtors and/or creditors
- Team work
- Use of planning to schedule the work
- Communication skills
- Digital Literacy (IT user) skills
- Professional and ethical conduct
- Professional appearance
- General understanding of health and safety issues within the workplace

**Infrastructure List**

**Resources, equipment available at the venue**

**Required**

- 1 computer per team with Word and Excel packages
- Printer
- USB Pens
- Calculators

**Competition rules**

**Competition specific rules**

The maximum number of teams each organisation may enter is three and teams must be made up of three competitors. The three teams scoring the highest points will be awarded first, second and third prize. In the event of a draw the judges will be required to select an overall winner.

- No questions are allowed to be asked to judges if it is related to the tasks given
- Competitors must bring their own calculators
- Competitors are to use only the software provided by the competition organisers
- Competitors are not allowed to converse with other teams
- No material is allowed to be removed from the competition area unless specified

- Smart dress wear must be worn
- Competitors must save their work as instructed by the judges
- Competition will start promptly as advertised. Any team that arrives late will only be able to take part at the judges' discretion.
- Mobile phones to be switched off during the competition activity.
- Listening to music via headphones is not permitted during competition activity.
- Technical failure of your equipment should be reported immediately to the judging panel. Additional time will be allocated if the fault is beyond the control of the competitor.

### Marking and assessment

Breakdown of marking and assessment.

**This competition will be judged using two criteria:**

**Objective:**

This will be applied to most of the technical knowledge where there is only one correct answer. Students will be judged on accuracy and timeliness. This area will be judged through inspection of the completed tasks.

This area will normally account for 70% of the total marks.

**Subjective:**

This will be applied to the employability skills including appearance, communication, team working and health and safety awareness. This area will be judged through observation of the teams during the course of the competition.

This area will normally account for 30% of the total marks.

A panel of judges will be drawn from industry, colleges and training providers. The judges' decisions will be independently moderated and quality assured before being confirmed.

### Feedback and recognition

Individual and Group verbal feedback will be provided at the end of the competition. (Written feedback will not be provided)

No results or awards will be awarded on the day, as marking will be quality assured.

Certificates of Participation will be issued on the day.

Medallists will be invited to a Celebration Event which will be held on 19th March 2020 at Sophia Hall, Sophia Gardens, Cardiff CF11 9XR from 12pm to 5 pm, where the First, Second and Third Awards will be presented.

### Competition Lead

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## Briff y Gystadleuaeth

<b>Teitl y gystadleuaeth</b>
Cyfrifeg
<b>Trosolwg o'r gystadleuaeth</b>
<p>Mae'r gystadleuaeth yn adlewyrchu agweddau nodweddiadol o waith a chyfrifoldebau'r bobl sy'n astudio trafodion cadw cyfrifon a rheolaethau cadw cyfrifon. Mae hefyd yn profi sgiliau cyflogadwyedd eraill gan gynnwys safon cyfathrebu ysgrifenedig, y gallu i flaenoriaethu tasgau a gwaith tîm.</p> <p>Bydd y brif gystadleuaeth yn para tua 2 awr a chaiff pob tîm bin USB sy'n cynnwys y data perthnasol a'r tasgau sydd angen eu cwblhau. Bydd angen i bob aelod o'r tîm ddangos gwybodaeth dechnegol a sgiliau gweithio.</p>
<b>Meini prawf cystadlu</b>
Mae'r gystadleuaeth hon ar gyfer cystadleuwyr sydd wedi astudio Lefel 2 AAT Trafodion Cadw Cyfrifon a Rheolaethau Cadw Cyfrifon.
<b>Nifer fesul lleoliad/sefydliad</b>
Uchafswm o dri tîm o dri chystadleuydd o bob Coleg.
<b>Briff</b>
<p>Bydd rhaid i'r cystadleuwyr ddangos cymhwysedd mewn:</p> <p><b>Gwybodaeth dechnegol:</b></p> <p>Bydd rhain i'r timau gwblhau ystod o dasgau. Bydd manylion y tasgau hyn ar y bin USB. Efallai bydd gofyn i'r tîm wneud unrhyw un o'r canlynol:</p> <p><b>Gwerthu:</b></p> <ul style="list-style-type: none"><li>• Prosesu anfonebau gwerthiant</li><li>• Llenwi dyddiadur gwerthu a dogfennau cysylltiedig</li><li>• Cyfathrebu gyda dyledwyr</li></ul> <p><b>Llenwi llyfr arian parod/llyfr arian mân</b></p> <ul style="list-style-type: none"><li>• Llenwi cysoniadau rheoliadau cyfrifon banc/arian mân</li></ul> <p><b>Llenwi Dyddiadur gydag unrhyw un o'r canlynol:</b></p> <ul style="list-style-type: none"><li>• Cywiro camgymeriadau</li><li>• Dyledion anadferadwy</li><li>• Trafodion y Rhestr Gweithwyr</li></ul> <p><b>Trosglwyddo cyfrifon y cyfriflifr/cwblhau'r balans prawf cychwynnol</b></p>

- Trin disgowntiau
- Cyfrifo disgownt talu'n brydlon
- Trin disgownt talu'n brydlon yn llyfrau'r prif gofnod/cyfriflyfr

**Gan y bydd y gweithgareddau hyn yn cael eu cyflawni ar gyfrifiaduron, efallai y caiff unigolion eu hasesu ar eu sgiliau cyfrifiaduron, fel:**

- Defnyddio cyfrineiriau
- Cynnal a chadw cofnodion
- Agweddau iechyd a diogelwch cyfrifiaduron

### **Sgiliau cyflogadwyedd:**

Yn ogystal â'r sgiliau technegol bydd gofyn i'r timau ddangos y sgiliau cyflogadwyedd allweddol canlynol:

- Lefel briodol o gyfathrebu ysgrifenedig sy'n cynnwys cyfathrebu â dyledwyr a/neu gredydwyr
- Gwaith tîm
- Cynllunio i amserlennu'r gwaith
- Sgiliau cyfathrebu
- Sgiliau Cymhwysedd Digidol (defnyddio TG)
- Ymddygiad proffesiynol a moesegol
- Ymddangosiad proffesiynol

Dealltwriaeth gyffredinol o faterion iechyd a diogelwch yn y gweithle

## **Rhestr Seilwaith**

**Bydd adnoddau ac offer ar gael yn y lleoliad**

### **Angenrheidiol**

1 cyfrifiadur i bob tîm gyda phecynnau Word a Excel

Argraffydd

Pinnau USB

Cyfrifianellau

## **Rheolau'r gystadleuaeth**

### **Rheolau sy'n benodol i'r gystadleuaeth**

Caiff uchafswm o dri thîm o bob sefydliad ymgeisio ac mae'n rhaid i bod tîm gynnwys tri chystadleuydd.

Bydd y tri thîm sy'n sgorio'r marciau uchaf yn cael gwobr gyntaf, ail wobwr a thrydedd gwobr. Os os dau dîm yn gydradd bydd rhaid i'r beirniaid ddewis enillydd.

- Ni chaniateir gofyn cwestiynau i'r beirniaid os ydyn nhw'n ymwneud â'r tasgau a osodir
- Mae'n rhaid i bob cystadleuydd ddod â chyfrifiannell ei hun
- Dim ond y feddalwedd a ddarperir gan drefnwyr y gystadleuydd y caiff cystadleuwyr ei defnyddio
- Ni chaniateir i gystadleuwyr sgwrsio gyda thimau eraill
- Ni chaniateir i ddeunydd gael ei symud o'r ardal gystadlu oni nodir yn wahanol
- Mae'n rhaid gwisgo'n smart
- Mae'n rhaid i gystadleuwyr arbed eu gwaith yn ôl cyfarwyddiadau'r beirniaid
- Bydd y gystadleuaeth yn dechrau'n brydlon fel yr hysbysebwyd. Dim ond os yw'r beirniaid yn caniatáu hynny y caiff unrhyw dîm sy'n cyrraedd yn hwyr gymryd rhan.
- Dylid diffodd ffonau symudol yn ystod y gystadleuaeth.
- Ni chaniateir gwrando ar gerddoriaeth gyda chlustffonau yn ystod y gystadleuaeth.

Pe bai rhyw wall technegol ar eich offer, dylid rhoi gwybod i'r panel beirniaid yn syth. Bydd amser ychwanegol yn cael ei roi os bydd y gwall y tu hwnt i reolaeth y cystadleuydd.

## Marcio ac asesu

Manylion marcio ac asesu.

### Caiff y gystadleuaeth ei beirniadu gan ddefnyddio dau faen prawf:

#### Gwrthrychol:

Caiff hyn ei gymhwyso i ran fwyaf o'r wybodaeth dechnegol pan mai dim ond un ateb cywir sydd. Caiff myfyrwyr eu beirniadu ar gywirdeb a phrydlondeb. Caiff y maes hwn ei feirniadu drwy archwilio'r tasgau gorffenedig.

Bydd y maes hwn fel arfer yn cyfrif am 70% o'r holl farciau.

#### Goddrychol:

Caiff hyn ei gymhwyso i'r sgiliau cyflogadwyedd, gan gynnwys ymddangosiad, cyfathrebu, gwaith tîm ac ymwybyddiaeth o iechyd a diogelwch.

Caiff y maes hwn ei feirniadu drwy arsylwi'r timau yn ystod y gystadleuaeth.

Bydd y maes hwn fel arfer yn cyfrif am 30% o'r holl farciau.

Daw'r panel beirniaid o'r diwydiant, o golegau a darparwyr hyfforddiant. Caiff penderfyniadau'r beirniaid eu safoni'n annibynnol a chaiff ansawdd ei sicrhau cyn cadarnhau canlyniadau.

## Adborth a chydabyddiaeth

Bydd adborth llafar, yn unigol ac mewn grŵp, yn cael ei roi ar ddiwedd y gystadleuaeth. (Ni roddir adborth ysgrifenedig)

Ni fydd unrhyw ganlyniadau na gwobrau'n cael eu dyfarnu ar y diwrnod oherwydd bydd angen sicrhau ansawdd y marcio.

Bydd Tystysgrifau Cyfranogi'n cael eu dosbarthu ar y diwrnod.

Bydd enillwyr medalau'n cael eu gwahodd i Achlysur Dathlu a gynhelir ar 19 Mawrth 2020 yn Neuadd Sophia, Gerddi Sophia, Caerdydd CF11 9XR rhwng 12pm a 5pm, lle y bydd y Gwobrau Cyntaf, Ail a Thrydydd yn cael eu cyflwyno.

### **Arweinwyr y Gystadleuaeth**

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