



# **BCS Professional Certificate in Business Finance Detailed Guidance**

**Version 2.0  
December 2023**

## Change History

Any changes made to the syllabus shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

Version Number	Changes Made
Version 2.0 December 2023	Updated version and dates in line with syllabus change. Updated book links to the current versions.
Version 1.0 October 2015	Detailed Guidance Created

# BCS Professional Certificate in Business Finance

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## Introduction

The aim of this document is to provide information to possible Accredited Training Organisations (ATOs) to help them to understand the requirements for gaining accreditation. It covers the basic requirements for the training course and for the trainers who will deliver it.

It references where the information for each syllabus topic may be found in the Recommended Reading List.

For full information on accreditation, please refer to the BCS ATO Accreditation Regulations.

## Target Audience

This documentation is relevant to any training organisation wishing to develop a training course and become accredited for the BCS Professional Certificate in Business Finance.

## Course Format and Duration

Candidates can study for this certificate in two ways: by attending an accredited training course provided by an Accredited Training Organisation or by self-study. An accredited training course will require a minimum of 18 hours of study run over a minimum of 3 days.

## Trainer Criteria

Summary of Criteria	<ul style="list-style-type: none"><li>· Hold the BCS Professional Certificate in Business Finance</li><li>· Have 10 days training experience or have a train the trainer qualification</li><li>· Have a minimum of 3 years practical experience in the subject area</li></ul>
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## Classroom Size

Trainer to candidate ratio	1:12
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## Invigilator to Candidate Ratio during examination

Trainer to candidate ratio	1:16
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## Detailed Guidance

The guidance below shows where more information may be found about a particular Syllabus topic in the Recommended Reading List.

The full Syllabus and Recommended Reading List may be found on the [BCS website](#).

### 1. Finance in the project lifecycle (10%)

- [Finance for IT Decision Makers](#): chapter one

### 2. Developing the business case (10%)

- [Business Analysis](#): business change lifecycle (figure 14.1); managing the business case (chapter 14); structure of a business case (chapter 9)
- [Finance for IT Decision Makers](#): chapters two, three and four.

### 3. Constructing the financial case (20%)

- [Finance for IT Decision Makers](#): chapters two, five and six
- [Accounting and Finance for non-specialists](#): chapter 10

### 4. Budgets and budgeting (10%)

- [Finance for IT Decision Makers](#): chapter eleven
- [Accounting and Finance for non-specialists](#): chapter nine

### 5. Costs and cost behaviour (20%)

- [Finance for IT Decision Makers](#): chapter eleven
- [Accounting and Finance for non-specialists](#): chapters seven and eight

### 6. Evaluating supplier financial stability (20%)

- [Finance for IT Decision Makers](#): chapter twelve
- [Accounting and Finance for non-specialists](#): chapter six

### 7. Financing service delivery (10%)

- [Finance for IT Decision Makers](#): chapters eight, nine and ten

## Excerpts from BCS Books

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