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| Title: | **Understanding the requirements of HMRC and PAYE**  |
| Level: | **3** |
| Credit value: | **1** |
| Unit guided learning hours | **3** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand the implications of VAT, National Insurance and tax regulations on the business
 | 1.11.21.3 | Explain why it is necessary to register with HM Revenue and Customs for PAYE, National Insurance and VAT, and explain how to do it List the main financial records that must be kept to meet HM Revenue and Customs requirements Identify sources of information and advice on taxation to assist a new business  |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To understand HMRC tax regulatory requirements relating to small business enterprises (SMEs). |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to SFEDI 2010 NOS: LG2, MN3, MN10, MN11 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) | E3.12 - Understanding National Insurance and tax requirements  |
| Location of the unit within the subject/sector classification system | 15.3 - Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Basic principles and practices associated with PAYE, National Insurance and VAT
* Role of HM Revenue and Customs and their requirements for keeping records
* Role of professional advisors, accountants, etc
* Sources of information and advice on tax and related issues, especially HMRC website
* Outline of VAT regulations and procedures as relevant to the business/enterprise
* Outline of National Insurance and PAYE regulations and procedures for the self-employed and employees as relevant to the business/enterprise
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