



**BPP**

PROFESSIONAL  
EDUCATION

## **BUSINESS SKILLS – AUDIT / TAX**

This is a competence based qualification that has been designed by employers for employers. It reflects the broader business skills that people need within the Professional Services industry.

It is not assessed through examinations but by work based evidence that will be gathered by a BPP Assessor. As well as one to one coaching from the Assessor and tutor, BPP will also provide e-learning training to help individuals gain these vital skills.

## **CONTENT OF BUSINESS SKILLS QUALIFICATIONS**

### **BUSINESS SKILLS**

- Effective meetings
- Commercial awareness
- Internal financial management
- Working at clients
- IT skills

### **COMMUNICATION SKILLS**

- Business communication
- Presentation skills

### **MANAGE OWN PERFORMANCE, EVALUATE AND IMPROVE PERFORMANCE**

- Time management
- Team work