



IAB LEVEL 2 AWARD IN COMPUTERISED BOOKKEEPING (QCF)

Qualification Accreditation Number **500/9261/3**

(Accreditation end date 31st December 2012)

QUALIFICATION SPECIFICATION

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Level 2 Award in Computerised Bookkeeping (QCF)

1 Introduction

This qualification is part of the Qualification and Credit Framework (QCF), which became fully operational in September 2010. Qualifications within the framework are made up of units and each unit is given a credit value, where one credit represents 10 hours of learning time. The title of every qualification within the new framework will contain details of the size (award/certificate/diploma), level of difficulty (Entry to level 8) and general content of the qualification.

It is anticipated that the majority of providers engaging with the QCF will be in a position to obtain a Unique Learner Number (ULN) and this should have been evidenced through the completion of the IAB Supplementary QCF accreditation of centres Application Form. It is a condition of operating within the QCF that this document has been fully completed and accepted by the IAB, for any QCF qualifications which have been publically funded. This will confirm that providers are in a position to generate a ULN, which in turn will allow the successful completion of any QCF unit or qualification to be transferred to each individual Personal Learner Record. A key aim of the Personal Learner Record is to improve the flow of information about learners from schools to other education providers and ultimately employers, leading to more effective data sharing and better decision making.

Learners studying without being attached to an IAB accredited training centre, should contact the IAB for further information.

2 Aims

In summary, the IAB Level 2 Award in Computerised Bookkeeping aims to:

- 1 Act as further study into financial record keeping within a double-entry bookkeeping system, using commercially available computerised accounting software.
- 2 Give candidates the necessary skills to assess their own competence in carrying out a range of basic day-to-day computerised bookkeeping routines and activities using commercially available computerised accounting software. The activities will include entry of business transactions, and routine bookkeeping tasks including working within a double-entry system involving ledgers and journals.
- 3 To assess their understanding of the importance of maintaining accuracy, security and data integrity in performing any bookkeeping tasks using commercial software for computerised bookkeeping and accounting systems.

- 4 Enable candidates to progress in their learning to further develop their knowledge, understanding and skills of dealing with financial transactions by:
- Completing the units necessary to receive the Level 2 Certificate in Computerised Accounting for Business
 - Undertaking further units to complete the study of bookkeeping and accounting routines to achieve a competence qualification at Level 2
 - To progress to a deeper understanding of the use of commercially available computerised accounting software within a double-entry bookkeeping and accounting system.

3 Links to National Occupational Standards

Direct relationship based on NOS for Accountancy and Finance FA-1,FA-2 and FA-3

4 Target groups

The IAB Level 2 Award in Computerised Bookkeeping is aimed at individuals who wish to further their studies of computerised bookkeeping and gain a qualification at Level 2 of the National Framework from either a point of no previous knowledge or having achieved the IAB Level 1 Award in Computerised Bookkeeping or L1 Award in Computerised Accounting for Business.

It could also be used by those candidates who have some practical knowledge and skills and wish to gain an accredited qualification in the subject.

Owners of small businesses may also find this qualification useful as it gives coverage of the use of commercially available computerised software, suitable for the production of small business accounts.

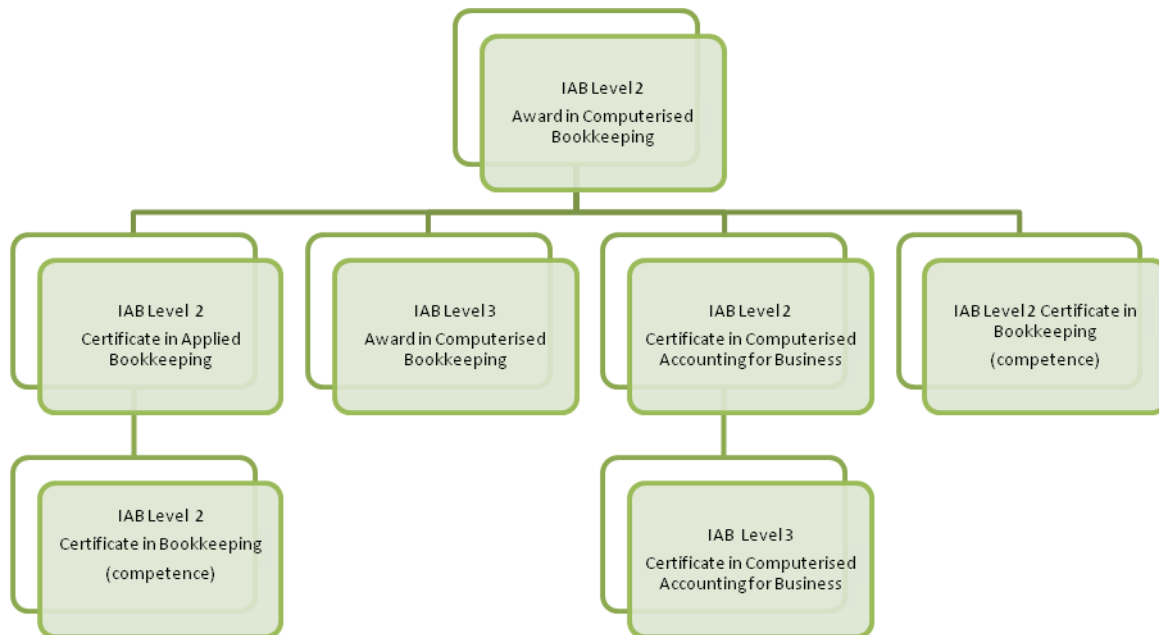
5 Statement of level

This is a level 2 qualification as defined within the regulations of the Qualification and Credit Framework.

6 Entry requirements

There are no formal entry requirements for the IAB Level 2 Award in Computerised Bookkeeping (QCF). However, it is recommended that before commencing a course leading to this qualification, the prospective learner will already have basic skills in numeracy, information technology and literacy and some understanding of basic book-keeping practices and terminology. The successful completion of the IAB Level 1 Award in Computerised Book-keeping (QCF) or the IAB Level 1 Award in Manual Bookkeeping would be ideal qualifications to allow progression to the Level 2 Award in Computerised Bookkeeping (QCF).

7 Progression



8 Qualification Structure

To achieve this qualification, the two **mandatory** units consisting of 6 credits must be achieved. The accreditation number, level and credit value of each unit is as follows:

Mandatory units

Setting up accounting software to manage accounting information –
F601/3649 (level 2 – 3 credits)

Process routine payments and receipts using a computerised system -
A601/3651 (level 2 – 3 credits)

9 Assessment and Grading

In order to successfully complete this qualification, assessment consists of one final examination as indicated below:

Unit	Assessment
Mandatory	
Setting up accounting software to manage accounting information	Examination 1
Process routine payments and receipts using a computerised system	

To successfully complete the qualification the candidate must pass the examination for the **Mandatory** elements of assessment. Units are graded as Pass or Fail and the minimum levels of achievement for each unit, will be set as follows:

Examination 70%

On successful completion of the **mandatory** units, the learner will be awarded one of the following grades for the qualification:

70 - 80	B
80 – 90	A
90+	A*

10 Certification

On successful completion of the two mandatory units listed above, the learner will receive a certificate to confirm the achievement of the Level 2 Award in Computerised Bookkeeping (QCF). The certificate will include the full name and accreditation number of the qualification and the grade obtained.

Learners may request a certificate for the successful completion of each unit of the qualification on payment of a unit certificate fee. The certificate will include the full title and accreditation number of the unit, the credit value and level of the unit.

The award of credit and the successful completion of the accredited qualification will be transferred to an individual's Personal Learner Record, if applicable.

11 Reasonable Adjustments and Special Consideration policy and procedure

Please refer to the IAB web site www.iab.org.uk for a copy of this policy and procedure or contact the Education Department of the IAB.

12 Enquiries and Appeals procedure

Please refer to the IAB web site www.iab.org.uk for a copy of this procedure or contact the Education Department of the IAB.

13 Units with Learning Outcomes and Assessment Criteria

Mandatory

SETTING UP ACCOUNTING SOFTWARE TO MANAGE ACCOUNTING INFORMATION -F6013649 Credit value: 3 Level: 2	
Learning Outcomes	Assessment Criteria
1 Be able to enter and/or restore data using a Computerised Accounting Package at the start of the financial year	1.1 Enter and/or restore data accurately, for example:- <ul style="list-style-type: none"> • Company Name and Address • Financial Year • Program Date • Customer Details • Supplier Details • Nominal Accounts • VAT scheme
2 Be able to set up Assets, Liabilities, Capital and Budgets	2.1 Enter nominal account opening balances 2.2 Enter budgets
3 Be able to record customer and supplier invoices and credit notes	3.1 Enter invoices and credit notes into the correct customer and supplier accounts, using the data and appropriate reference details
4 Be able to process receipts from customers	4.1 Allocate monies received by cheque, cash and automatic transfer to the correct customer account, for example: <ul style="list-style-type: none"> • Part payment • Payments made on account • Payments taking account of credit notes • Payments taking account of previous payments on account • Settlement discount 4.2 Enter the correct reference and date 4.3 Identify amounts owed by Customers 4.4 Process bad debts, contra entries and dishonoured cheques
5 Be able to process payments to suppliers	5.1 Allocate monies paid by cheque, cash and automatic transfer to the correct supplier account, for example:- <ul style="list-style-type: none"> • Part payment • Payments made on account • Payments taking account of credit notes • Payments taking account of previous payments on account • Settlement discount

	<p>5.2 Enter the correct reference and date</p> <p>5.3 Identify amounts due for payment to suppliers</p> <p>5.4 Process contra entries</p>
6 Be able to process non-credit payments and receipts	<p>6.1 Process cash and cheque payments and receipts for expenditure and income made on a non-credit basis</p> <p>6.2 Calculate the tax element (eg VAT) where the gross amount and the rate of tax is given, for both payments and receipts</p>
7 Be able to process Journals	<p>7.1 Process Journals for at least three of the following transactions:</p> <ul style="list-style-type: none"> • Record the purchase of new fixed assets • Make simple corrections to Nominal Ledger accounts • Record goods taken by the owner for own use where tax (e.g. VAT) is not involved • Record assets introduced by the owner • Process bad debts from non-credit customers •
8 Be able to produce reports using selection criteria and parameters	<p>8.1 Produce a variety of routine reports using correct selection criteria and parameters, for example:-</p> <ul style="list-style-type: none"> • Customer and Supplier Address Lists • Customer and Supplier Histories/Activity • Aged Debtors and Aged Creditors Analysis • Remittance Advice Notes • Customer Statements • Budget Reports • Nominal Account Activity • Audit Trail • Trial Balance

PROCESS ROUTINE PAYMENTS AND RECEIPTS USING A COMPUTERISED SYSTEM – A6013651	
Credit value: 3 Level: 2	
Learning Outcomes	Assessment Criteria
1 Be able to enter and/or restore data using a Computerised Accounting Package	<p>1.1 Enter and/or restore data accurately for example:</p> <ul style="list-style-type: none"> • Company Name and Address • Financial Year • Program Date • Nominal Accounts • VAT scheme

<p>2 Be able to process petty cash payments and receipts</p>	<p>2.1 Introduce or restore and/or increase a petty cash float</p> <p>2.2 Enter petty cash voucher and receipt details ensuring that they are coded to the correct nominal code</p> <p>2.3 Calculate the tax element (eg VAT) where the gross amount and the rate of tax is given for both payments and receipts.</p>
<p>3 Be able to process non-credit payments and receipts</p>	<p>3.1 Deal with cash and cheque payments for income and expenditure made on a non-credit basis</p> <p>3.2 Process recurring payments and receipts such as direct debits, standing orders, etc</p> <p>3.3 Calculate the tax amount (eg VAT) where the gross amount and the rate of tax is given, for both payments and receipts</p>
<p>4 Be able to correct transaction errors</p>	<p>4.1 Make simple corrections to Nominal Ledger transactions, for example:</p> <ul style="list-style-type: none"> • changes of account • references • amounts • tax codes
<p>5 Be able to process salary journals</p>	<p>5.1 Enter details from wages and salary information provided including:</p> <ul style="list-style-type: none"> • Gross wages and salaries • Net wages and salaries • Statutory deductions owed to HM Revenue & Customs • Payments to the Collector of Taxes • Non-statutory deductions
<p>6 Be able to carry out bank reconciliation</p>	<p>6.1 Match individual items on the Bank Statement against the computer Bank record</p> <p>6.2 Update the computer Bank record with additional items from the Bank Statement</p>
<p>7 Be able to produce reports using selection criteria and parameters</p>	<p>7.1 Produce routine reports using correct selection criteria and parameters, for example:</p> <ul style="list-style-type: none"> • Bank Receipts and Payments Day Books • Cash and Petty Cash Activity Reports • Bank Statement • Monthly VAT Return • Audit Trail • Trial Balance