



IAB LEVEL 3 AWARD IN COMPUTERISED BOOKKEEPING (QCF)

Qualification Accreditation Number **500/9407/5**

(Accreditation end date 31st December 2012)

QUALIFICATION SPECIFICATION

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Level 3 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 3 Award in Computerised Bookkeeping aims to:

- 1 Act as enhanced understanding of financial record keeping and accounting using commercially available accounting software within a double-entry accounting system.
- 2 Give candidates the necessary skills to assess their own competence in carrying out a range of day-to-day computerised accounting routines and activities using commercially available accounting software. The activities will include entry of complex business transactions, and routine bookkeeping tasks including the posting to ledgers and the preparation and use of journals, period end adjustments, preparation of period end financial statements and amendments to charts of accounts.
- 3 To assess their understanding of the importance of maintaining accuracy, security and data integrity in performing any bookkeeping tasks using commercially available accounting software as their computerised accounting system.

- 4 Enable candidates to progress in their learning to further develop their knowledge, understanding and skills of dealing with financial transactions and preparation of period end financial statements by:
- Completing the units necessary to receive the Level 3 Certificate in Applied Bookkeeping and Level 3 Certificate in Bookkeeping (competence)
 - Undertaking further studies of associated accounting routines at Level 3
 - Undertaking further studies of accounting at Level 4

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 3 Award in Computerised Bookkeeping is aimed at individuals who already have a good working knowledge of the software, and wish to further their studies of computerised bookkeeping within a working business environment gaining a qualification at Level 3 of the National Framework from a point of no previous knowledge or having achieved the IAB Level 2 Award in Computerised Bookkeeping. It could also be used by those candidates who have good 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 wide range of tasks that can be carried out using commercially available accounting software.

5 Statement of level

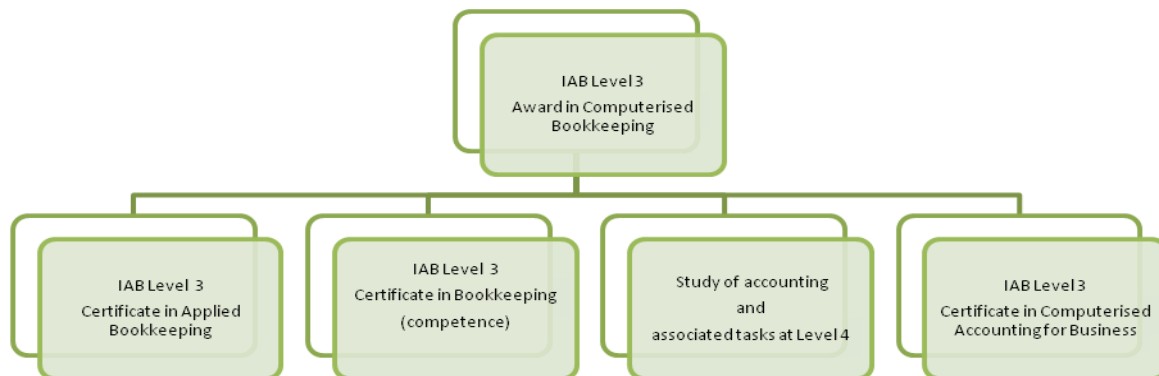
This is a level 3 qualification as defined within the regulations of the Qualification and Credit Framework.

6 Entry requirements

There are no formal entry requirements for the IAB Level 3 Award in Computerised Bookkeeping (QCF). However it is recommended that before commencing a course leading to this qualification, the prospective learner will already have skills in numeracy, information technology and literacy and some understanding of book-keeping up to Trial balance. The successful completion of the IAB Level 2 Award in Computerised Book-keeping (QCF) or the IAB Level 3 Certificate in Manual Bookkeeping (QCF) would be

ideal qualifications to allow progression to the Level 3 Award in Computerised Bookkeeping (QCF).

7 Progression



8 Qualification Structure

To achieve this qualification, the one **mandatory** unit consisting of 10 credits must be achieved. The accreditation number, level and credit value of the unit is as follows:

Mandatory unit

Managing a computerised accounts system to provide management information – R601/8080 (level 3 – 10 credits)

9 Assessment and Grading

Assessment for the Level 3 Award in Computerised Bookkeeping (QCF) consists of one final examination. IAB level 3 examinations will be offered as standard sittings in June only, or on an 'on demand' basis. All 'on demand' sittings are subject to a minimum period of notice.

Unit	Assessment
Mandatory	
Managing a computerised accounts system to provide management information	End examination 1

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

Examination 70%

On successful completion of the **mandatory** unit, 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 mandatory unit listed above, the learner will receive a certificate to confirm the achievement of the Level 3 Award in Computerised Bookkeeping (QCF). The certificate will include the full name and accreditation number of the qualification and the grade obtained.

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 Unit with Learning Outcomes and Assessment Criteria

Mandatory

MANAGING A COMPUTERISED ACCOUNTS SYSTEM TO PROVIDE MANAGEMENT INFORMATION	
R6018080 Credit value: 10	
Learning Outcomes	Assessment Criteria
1 Set up initial data	1.1 Enter or edit the following data for a Sole Trader <ul style="list-style-type: none"> • Business name • Financial year • VAT Scheme • Customer and Supplier details • Nominal account names • Budget figures 1.2 Enter outstanding Customer and Supplier invoices, credit notes and payments on account 1.3 Enter and reconcile an opening Trial Balance 1.4 Record transactions relating to the owner
2 Enter transactions	2.1 Enter transactions relating to credit customers and suppliers 2.2 Enter non-credit transactions 2.3 Enter Journal transactions
3 Process Credit Card Transactions	3.1 Enter payments made using a credit card 3.2 Reconcile and process payments to the credit card company
4 Record transactions relating to the acquisition and disposal of fixed assets	4.1 Record the acquisition of a new fixed asset 4.2 Make period end adjustments for depreciation 4.3 Record the disposal of a fixed asset
5 Make end of period adjustments	5.1 Adjust the accounts for period end adjustments including: <ul style="list-style-type: none"> • Stock • Income • Expenses • VAT

<p>6 Amend the Chart of account and print review and analyse period end reports.</p>	<p>6.1 Edit and check the Chart of Accounts to show specific categories of information</p> <p>6.2 Print period end reports including:</p> <ul style="list-style-type: none"> • Profit & Loss account • Balance Sheet • VAT Return • Budget v Actuals <p>6.3 Analyse figures to provide management information</p>
<p>7 Take printouts and review</p>	<p>7.1 Print and review a variety of routine and non-routine reports</p>