



International Association of Book-Keepers Level 1 Award in Manual Book-keeping (RQF) Spring Term 2017

Highlands College, Campus: University Centre, Room: 214
All classes will start at 9:00 and finish at 14:30 unless otherwise stated

Session Number	Date	Content
1	Saturday 25 February	Preparing and Processing Business Documents Recording Credit Transactions
2	Saturday 4 March	Making and Receiving Payments Recording Receipts and Payments
3	Saturday 11 March	Recording Receipts and Payments Maintaining Petty Cash

Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608708
Tutor	Andrew Webb
Cost	Full cost: £250.00 Registered ISE (GST) exempt companies: £238.07 Includes: IAB Registration fee and study text
Course Code	1666IAB105



Level 1 award in Manual Book-Keeping

Who is this course for?

The International Association of Bookkeepers (IAB) qualifications are designed for those who already work in a bookkeeping role or those looking for a change of careers into bookkeeping.

How long is this course and when does it run?

The programme is part-time, one evening session per week for 6 weeks (6.00pm-8.30pm) or as three Saturday Sessions (9.00am-2.30pm)

Where is this course run?

Highlands College

What are the entry requirements for this course?

This is a Level 1 qualification as defined within the regulations of the Qualification and Credit Framework. There are no formal entry requirements; however it is recommended that prospective candidates will already have basic skills in both numeracy and literacy prior to embarking on a course of study for this qualification.

What will I study on this course?

The units for this qualification are:

- Introduction to double entry bookkeeping
- Keep double entry records and prepare a trial balance
- Prepare reconciliations

How will it be assessed?

Delegates are assessed by online knowledge tests and assignments during the course

What qualification will I gain?

The learner will receive a certificate to confirm the achievement of the Level 1 Award in Manual Bookkeeping (RQF). The certificate will include the full name and accreditation number of the qualification. We recommend progression onto our Level 2 Awards in Manual Book-Keeping.

What does this course lead on to?

Qualifications are designed to equip candidates with the necessary knowledge and skills for a particular occupational role.

How much will it cost?

Level 1 Award full cost £250.00 Registered ISE (GST) exempt companies £238.07 (2017)