



## International Association of Book-Keepers Level 2 Award in Manual Book-keeping Autumn 2016

**Highlands College, Campus: Turner Building, Room: TU 225**

All evening classes will start at 18:00 and finish at 20:30 unless otherwise stated

Session Number	Date	Content
1	Thursday 17 November	Professional Values and Basic Business Legislation Banking Procedures  Preparing Financial Documents (Pilot assignment 1 Part 1) Principles of VAT
2	Thursday 24 November	Preparing Financial Documents (Pilot assignment 1 Part 2)  VAT (Online knowledge test)
3	Thursday 1 December	Introduction to Double Entry Book-keeping Subdividing the Bookkeeping System Using Day Books
4	Thursday 8 December	Maintaining and Reconciling the Cash Book - Pilot assignment 2 Part 1
5	Thursday 15 December	Maintaining and Reconciling the Cash Book - Pilot assignment 2 Part 2
6	Thursday 12 January	Maintaining Petty Cash Records Control Accounts (i)
7	Thursday 19 January	Control Accounts (ii) Maintaining the Journal (i)
8	Thursday 26 January	Maintaining the Journal (ii) Processing transactions and extracting a Trial Balance (i)
9	Thursday 2 February	Processing transactions and extracting a Trial Balance (ii)

<b>Revision Day</b>	<b>Saturday 4 February 2017</b> <b>09.30-13.30</b> <b>Please note that there are no on-site catering facilities open on a Saturday</b>
<b>Exam Date</b>	Thursday 16 February 2017 at 10:00 at Highlands College Examination Centre
<b>Business Development Centre Team</b>	Email: <a href="mailto:bdc@highlands.ac.uk">bdc@highlands.ac.uk</a> Tel: 01534 608708
<b>Tutor</b>	Blanca Palacin
<b>Cost</b>	Full cost: £310.00 Registered ISE (GST) exempt companies: £295.63
<b>Course Code</b>	<b>1666IAB203</b>



## Level 2 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 9 weeks (6.00pm-8.30pm)

### Where is this course run?

Highlands College

### What are the entry requirements for this course?

This is a Level 2 qualification as defined within the regulations of the Qualification and Credit Framework. There are no formal entry requirements; however it is recommended that before commencing a course leading to this qualification, the prospective learner will already have basic skills in numeracy and literacy and some understanding of basic book-keeping practices and terminology.

### What will I study on this course?

The units for this qualification are:

- Principles of VAT
- Preparing and recording financial documentation
- Maintaining petty cash records
- Maintaining and reconciling the cash book
- Maintaining the journal
- Processing ledger transactions and extracting a trial balance
- Maintain control accounts

### How will it be assessed?

Delegates are assessed by knowledge tests and written assignments during the course and a final examination. Examinations take place in January and June each year.

### What qualification will I gain?

The learner will receive a certificate to confirm the achievement of the Level 2 Award in Manual Bookkeeping (QCF). The certificate will include the full name and accreditation number of the qualification and the grade obtained.

### What does this course lead on to?

Qualifications are designed to equip candidates with the necessary knowledge and skills for a particular occupational role. Please contact the Business Development Centre for details of our next Level 3 Certificate in Manual Book-Keeping course.