



**International Association of Book-Keepers  
Level 2 Certificate in Manual Book-keeping (RQF)  
Spring Term 2017**



**Highlands College, Campus: University Centre, Room: TU 226**  
All evening classes will start at 18:00 and finish at 20:30 unless otherwise stated

Session Number	Date	Content
1	Thursday 27 April	Professional Values and Basic Business Legislation Banking Procedures Principles of VAT (i)
2	Thursday 4 May	Principles of VAT (ii)
3	Thursday 11 May	Financial Services and Payment Methods
4	Thursday 18 May	Prepare and check business documents (i)
5	Thursday 25 May	Prepare and check business documents (ii)
6	Thursday 8 June	Record Transactions in a sub-divided bookkeeping system (i)
7	Thursday 15 June	Record Transactions in a sub-divided bookkeeping system (ii)
8	Thursday 22 June	Prepare a trial balance and reconciliations (i)
9	Thursday 29 June	Prepare a trial balance and reconciliations (ii)

<b>Revision Day</b>	<b>Saturday 1 July</b> 09.30-13.30 /Classroom: TU 226 Please note that there are no on-site catering facilities open on a Saturday
<b>Exam Date</b>	Monday 10 July 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>	<b>Blanca Palacin</b>
<b>Cost</b>	Full cost: £320.00 Registered ISE (GST) exempt companies: £305.05
<b>Course Code</b>	<b>1666IAB205</b>



## International Association of Book-Keepers Level 2 Certificate 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 Regulated Qualification 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 bookkeeping and VAT
- Financial services and payment methods
- Prepare and check business documents
- Record transactions in a sub-divided bookkeeping system
- Prepare a trial balance and reconciliations

\*

### 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 (RQF). 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.