



**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 9 February	Professional Values and Basic Business Legislation Banking Procedures Principles of VAT (i)
2	Thursday 16 February	Principles of VAT (ii)
3	Thursday 23 February	Financial Services and Payment Methods
4	Thursday 2 March	Prepare and check business documents (i)
5	Thursday 9 March	Prepare and check business documents (ii)
6	Thursday 16 March	Record Transactions in a sub-divided bookkeeping system (i)
7	Thursday 23 March	Record Transactions in a sub-divided bookkeeping system (ii)
8	Thursday 30 March	Prepare a trial balance and reconciliations (i)
9	Thursday 20 April	Prepare a trial balance and reconciliations (ii)

Revision Day	Saturday 22 April 2017 09.30-13.30 /Classroom: TU 226 Please note that there are no on-site catering facilities open on a Saturday
Exam Date	Tuesday 2 May 2017 at 10:00 at Highlands College Examination Centre
Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608708
Tutor	Blance Palacin
Cost	Full cost: £320.00 Registered ISE (GST) exempt companies: £305.05
Course Code	1666IAB204



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.

What qualification will I gain?

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

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.