



International Association of Book-Keepers Level 3 Certificate in Manual Book-keeping (RQF) Spring Term 2017



Highlands College, Campus: University Centre, Room: UC 214
All evening classes will start at 18:00 and finish at 20:30 unless otherwise stated

Session Number	Date	Content
1	Thursday 11 May	Double Entry Book-keeping Sales & Purchase Ledger Control accounts Control Accounts Reconciliation
2	Thursday 18 May	Accounting Concepts, Policies & Standards Trial Balance Errors & Suspense Account
3	Thursday 25 May	Form & Function of Financial Statements Trading, Profit & Loss Account Balance Sheet
4	Thursday 1 June*	Accounting for Prepayments & Accruals
5	Thursday 8 June	Depreciation and Disposal of Fixed Assets
6	Thursday 15 June	Account for Bad and Doubtful Debts
7	Thursday 22 June	Stock Valuation Margin Mark up
8	Thursday 29 June	Extended Trial Balance
9	Thursday 6 July	Prepare Financial Statements from Incomplete Records
10	Thursday 13 July	Indirect Taxation - VAT
11	Thursday 20 July	Prepare Financial Statements for a Not For Profit Organisation
12	Thursday 27 July*	Prepare Financial Statements for a Sole Trader
13	Thursday 3 August*	Prepare Financial Statements for a Sole Trader
14	Thursday 10 August*	Prepare Financial Statements for a Partnership
15	Thursday 17 August*	Prepare Financial Statements for a Partnership
16	Thursday 24 August*	Revision

* Please note that despite these dates falling within school holidays the class will go ahead as usual.



Revision Day	Saturday 26 August at 09:30 to 13:30
Exam Date	Friday 8 September at 10:00 TBC
Exam Venue	Highlands College Examination Centre in University Centre
Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608708
Tutor	Nicola Green
Cost	Full cost: £631.00 Registered ISE (GST) exempt companies: £601.40 Includes: Examination fee, revision day workshop & study text
Course Code	1666IABD02



Level 3 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 16 weeks (6.00pm-8.30pm)

Where is this course run?

Highlands College

What are the entry requirements for this course?

This is a Level 3 qualification as defined within the regulations of the Regulated Qualification Framework. It is recommended that before commencing a course leading to this qualification, the prospective learner will already have an understanding of bookkeeping up to and including the Trial Balance.

What will I study on this course?

The units for this qualification are:

Principles of accounting

Make accounting adjustments

Prepare financial statements from double entry records (for sole traders and partnerships)

Prepare financial statements from incomplete records (for sole traders and not for profit organisations)

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 3 Certificate 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.