

## **IAB LEVEL 1 AWARD IN MANUAL BOOKKEEPING**

Qualification Accreditation Number 601/0473/9

(Accreditation review date – 30<sup>th</sup> April 2015)

### **QUALIFICATION SPECIFICATION**

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# **Level 1 Award in Manual Bookkeeping (QCF)**

## **1 Introduction**

This qualification is part of the Qualification and Credit Framework (QCF), which became fully operational in September 2010. Qualifications within the framework are made up of units and each unit is given a credit value, where one credit represents 10 hours of learning time. The title of every qualification within the new framework will contain details of the size (award/certificate/diploma), level of difficulty (Entry to level 8) and general content of the qualification.

Learners studying without being attached to an IAB accredited training centre, should contact the IAB for further information.

## **2 Aims**

In summary, the IAB Level 1 Award in Manual Bookkeeping aims to:

- 1 Act as an introduction to the practical elements of financial record keeping, giving the candidate the necessary skills to record financial transactions in a single entry, manual bookkeeping system.
- 2 Give candidates the necessary skills to assess their own competence in carrying out a range of basic day-to-day bookkeeping routines and activities using a single entry manual book-keeping system. The activities will include entry of business transactions, and routine basic bookkeeping tasks.
- 3 Give candidates the necessary skills to assess the implications of maintaining accuracy when performing any practical bookkeeping tasks using a single entry manual bookkeeping system.
- 4 Give candidates the option of undertaking further units at Level 2 to enhance their understanding of the professional ethics of bookkeeping and the necessary legislation, at that Level and to gain underpinning knowledge of maintaining a double entry bookkeeping system.
- 5 Enable candidate to progress in their learning to further develop their knowledge, understanding and skills of dealing with financial transactions by:
  - Completing the units necessary to receive the full Level 1 Award in Bookkeeping
  - Undertaking further studies of bookkeeping and accounting routines and procedures at Level 2
  - Widening their skills at this level by progressing to the IAB Level 1 Award in Computerised Bookkeeping.

### **3 Links to National Occupational Standards**

Direct relationship based on NOS for Accountancy and Finance (2012) PS-1, FA-1 and FA-2

### **4 Target groups**

The IAB Level 1 Award in Manual Bookkeeping is aimed at individuals who wish to begin their studies of bookkeeping and gain an entry level qualification at Level 1 of the National Framework from a point of no previous knowledge. It could also be used by those candidates who have some practical knowledge and skills at this level and wish to gain an accredited qualification in the subject.

Owners of small businesses may also find this qualification useful as it gives coverage of the keeping of a single entry book manual keeping system, suitable for the production of small business accounts and also acts as some of the underpinning knowledge required for the processing of financial transactions using a computerised accounting system.

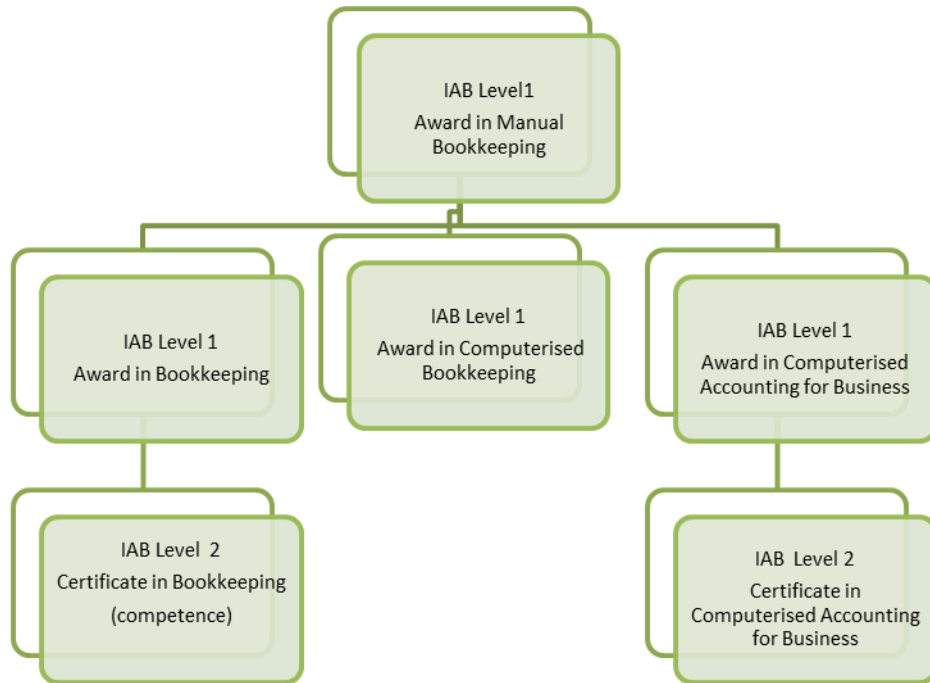
### **5 Statement of level**

This is a level 1 qualification as defined within the regulations of the Qualification and Credit Framework.

### **6 Entry requirements**

There are no formal entry requirements for the level 1 Award in Manual Bookkeeping. 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.

## 7 Progression



## 8 Qualification Structure

To achieve this qualification, only the **mandatory** units consisting of 5 credits must be achieved. The accreditation number, level and credit value of each unit is as follows:

### Mandatory units

**Recording receipts and payments** - L/600/8745 (level 1 – 1 credit)

**Preparing and processing book-keeping documents** - M/600/8740 (level 1 – 1 credit)

**Recording Credit transactions** - A/600/8742 (level 1 – 1 credit)

**Making and receiving payments** - J/600/8744 (level 1 – 1 credit)

**Maintaining petty cash records** – R/505/1120 (level 1 – 1 credit)

## 9 Assessment and Grading

Assessments can consist of a combination of knowledge tests, assignments or a project. In order to successfully complete the qualification all the modes of assessment listed in the table below must be successfully completed.

For this qualification the IAB will provide all assessment material including knowledge tests and assignments. For paper based assignments, it is expected that the accredited

centre will mark the original scripts with a 20% sample being forwarded to the IAB for external moderation. Front sheets will be supplied with answer books which will allow the recording of the marks for the assessment and allow for details of internal verification and external moderation.

### **Internal verification of knowledge tests and assignments**

The IAB needs to be assured that at least 25% of Centre based assessments have been internally moderated. A box to be signed by the Internal Verifier is provided for this purpose on the front sheet of the assessment answer booklet. In any batch of assignments forwarded for external moderation the IAB would expect to see some evidence of internal verification.

### **External moderation of knowledge tests and assignments**

It is the responsibility of each centre to choose a cross section of scripts for moderation by the IAB. The IAB would expect to see a high proportion of marginal passes together with scripts that are good passes. If the centre has any doubt about which scripts to send for external moderation they should contact the Education Department of the IAB.

The units for this qualification are assessed through the following methods:

<b>Unit</b>	<b>Assessment</b>
<b>Mandatory</b>	
Recording receipts and payments	<b>Assignment 1</b>
Preparing and processing bookkeeping documents	<b>Assignment 2</b>
Recording credit transactions	<b>Assignment 3</b>
Making and receiving payments	<b>Assignment 4</b>
Maintaining petty cash records	<b>Assignment 5</b>

To successfully complete the qualification the candidate must pass each of the above **Mandatory** elements of assessment. Units are graded as Pass or Fail and the minimum levels of achievement for each unit, within each mode of assessment, will be set as follows:

Assignment                      70%

The qualification is not graded and therefore on successful completion the learner will receive a Pass in the Level 1 Award in Manual Bookkeeping (QCF) 601/0473/9.

## **10 Certification**

On successful completion of all the mandatory units listed above, the learner will receive a certificate to confirm the achievement of the Level 1 Award in Manual Bookkeeping (QCF). The certificate will include the full name and accreditation number of the qualification and the grade obtained.

Learners may request a certificate for the successful completion of each unit of the qualification on payment of a unit certificate fee. The certificate will include the full title and accreditation number of the unit, the credit value and level of the unit.

The award of credit and the successful completion of the accredited qualification will be transferred to an individual's Personal Learner Record if applicable.

## **11 Reasonable Adjustments and Special Consideration policy and procedure**

Please refer to the IAB web site [www.iab.org.uk](http://www.iab.org.uk) for a copy of this policy and procedure or contact the Education Department of the IAB.

## **12 Enquiries and Appeals procedure**

Please refer to the IAB web site [www.iab.org.uk](http://www.iab.org.uk) for a copy of this procedure or contact the Education Department of the IAB.

## 13 Units with Learning Outcomes and Assessment Criteria

<b>RECORDING RECEIPTS AND PAYMENTS – L6008745</b>	
<b>Credit value: 1</b>	<b>Level: 1</b>
<b>Learning Outcomes</b>	<b>Assessment criteria</b>
1 Maintain a two column analysed cash book	1.1 Enter receipts and payment details from relevant primary records into the two column analysed cash book 1.2 Enter sales tax (e.g VAT)  1.3 Total, balance and cross check the cash book
2 Reconcile the bank statement with the cash book	2.1 Check individual items on the bank statement against the cash book  2.2 Update the cash book from the bank statement  2.3 Prepare a bank reconciliation statement

<b>PREPARING AND PROCESSING BOOKKEEPING DOCUMENTS – M6008740</b>	
<b>Credit value: 1</b>	<b>Level 1</b>
<b>Learning Outcomes</b>	<b>Assessment criteria</b>
1 Process sales invoices and credit notes	1.1 Prepare sales invoices and sales credit notes from source documents  1.2 Calculate relevant sales tax (e.g. VAT) and check it has been applied accurately  1.3 Code sales invoices and credit notes
2 Process supplier invoices and credit notes	2.1 Check the accuracy of supplier invoices and credit notes against Purchase orders, goods received and delivery notes  2.2 Check that agreed trade and bulk discounts have been applied accurately  2.3 Code supplier invoices and credit notes

**RECORDING CREDIT TRANSACTIONS - A6008742****Credit value: 1      Level: 1**

<b>Learning Outcomes</b>	<b>Assessment criteria</b>
1 Complete the day books	1.1 Enter the information taken from invoices and credit notes into the following analysed Day Books: <ul style="list-style-type: none"><li>• Sales Day Book</li><li>• Sales Returns Day Book</li><li>• Purchases</li><li>• Purchases Returns Day Book</li></ul> 1.2 Total and cross check the Day Books for accuracy

**MAKING AND RECEIVING PAYMENTS – J6008744****Credit value: 1      Level: 1**

<b>Learning Outcomes</b>	<b>Assessment criteria</b>
1 Process cash receipts	1.1 Check supporting documents against cash received  1.2 Prepare a till contents sheet or equivalent and reconcile daily takings  1.3 Prepare notes and coins for banking by completing a paying-in slip
2 Process cheques received and other forms of receipts	2.1 Identify whether cheques received are valid  2.2 Check supporting documents against payments received  2.3 Prepare cheques for banking by completing a paying-in slip
3 Process payment in cash	3.1 Check supporting documents to ensure correct cash payments are made
3 Make payments by cheque	4.1 Complete a cheque correctly
5 Prepare a remittance advice	5.1 Complete a remittance advice



## MAINTAINING PETTY CASH RECORDS – R5051120

**Credit value: 1 Level 1**

<b>Learning Outcomes</b>	<b>Assessment criteria</b>
1 Complete a petty cash voucher	1.1 Prepare petty cash vouchers 1.2 Calculate the VAT element of a VAT inclusive petty cash payment
2 Maintain an analysed petty cash book	2.1 List petty cash vouchers into an analysed petty cash book ensuring that the expenses are entered and analysed and that any VAT input tax is accounted for 2.2 Total and cross cast the petty cash book 2.3 Code the petty cash book 2.4 Transfer column totals from the petty cash book into the double entry bookkeeping system
3 Maintain the petty cash balance	3.1 Balance off the petty cash book and restore the petty cash balance using the imprest system. 3.2 Reconcile the balance of petty cash per the petty cash book with cash in hand 3.3 Prepare a petty cash reimbursement requisition 3.4 Show the reimbursement of the petty cash expenditure in the petty cash book