

International Association of Book-Keepers  
Level 1 Award in Manual Book-Keeping  
Spring Term 2017

**Highlands College, Campus: Room: UC 214**

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

Session Number	Date	Content
1	Wednesday 26 April	Intro to Book-keeping intro to VAT
2	Wednesday 3 May	Preparing and Processing Book-keeping docs Banking procedures
3	Wednesday 10 May	Making and receiving payments Recording credit transactions
4	Wednesday 17 May	Recording receipts and payments (part I)
5	Wednesday 24 May	Recording receipts and payments (part II)
6	Wednesday 31 May	Maintaining Petty Cash records

Business Development Centre Team	Email: <a href="mailto:bdc@highlands.ac.uk">bdc@highlands.ac.uk</a> Tel: 01534 608708
Tutor	Andrew Webb
Cost	<b>Full Cost: £235.00</b> Registered ISE (GST) exempt companies: £223.81 Includes: IAB registration fee and study text
Course Code	<b>1666IAB107</b>

### 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 6 weeks (6.00pm-8.30pm) or as three Saturday Sessions (9.00am-2.30pm)

### Where is this course run?

Highlands College

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

This is a Level 1 qualification as defined within the regulations of the Qualification and Credit Framework. There are no formal entry requirements; 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.

### What will I study on this course?

The units for this qualification are:

- Introduction to double entry bookkeeping
- Keep double entry records and prepare a trial balance
- Prepare reconciliations

### How will it be assessed?

Delegates are assessed by online knowledge tests and assignments during the course your tutor will advise when assignments need to be completed.

### What qualification will I gain?

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. We recommend progression onto our Level 2 Awards in Manual Book-Keeping.

### What does this course lead on to?

Qualifications are designed to equip candidates with the necessary knowledge and skills for a particular occupational role.

### How much will it cost?

Level 1 Award full cost £235.00 Registered ISE (GST) exempt companies £223.81