

## **Level 2 CERTIFICATE IN BOOKKEEPING (For the non-apprenticeship framework)**

**QAN: 601/0730/3**

### **Qualification Overview**

#### **Outcomes**

The IAB Level 2 Certificate in Bookkeeping acts as an introduction to the underpinning knowledge of financial record keeping and accounts preparation, also giving the candidate the necessary skills to record financial transactions in a manual double-entry bookkeeping system.

The content prepares candidates with the necessary underpinning knowledge and skills to assess their own competence and understanding in carrying out a range of day-to-day bookkeeping routines and activities using either a manual double-entry bookkeeping system. The underpinning knowledge gained from this qualification will enhance a candidates understanding of a computerised bookkeeping system based on double-entry. The activities will include entry of business transactions into the double-entry ledger system, and further routine bookkeeping tasks.

It also gives candidates the necessary underpinning knowledge and skills to assess their understanding of the importance of maintaining accuracy, security and integrity in performing any bookkeeping tasks using either a manual or computerised double-entry bookkeeping system.

#### **Who is the qualification for?**

The IAB Level 2 Certificate in Bookkeeping is aimed at individuals who wish to further their studies of bookkeeping and gain a competence qualification at Level 2 of the qualification framework having completed studies of the IAB Level 1 Award in Bookkeeping. The Level 2 Certificate in Bookkeeping is available in the Bookkeeping Intermediate Level Apprenticeship, and you may therefore want to undertake this qualification as part of an Apprenticeship. However if due to the your personal circumstances you are unable to undertake an Apprenticeship or if you are already in employment and would like to develop or confirm your skills at level 2 for bookkeeping you can take this qualification outside of an Apprenticeship.

It could also be used by those candidates who have a comparable qualification or equivalent practical knowledge and skills gained through experience and wish to gain an accredited competence qualification in this subject.

This qualification may also be suitable for candidates wishing to re-engage with learning after a break who are not currently part of an apprenticeship programme. Or those preparing for the level 3 Apprenticeship in Bookkeeping who have been unable to find a suitable work placement in the first round, or those who are already employed.

#### **Entry requirements / restrictions?**

There are no formal entry requirements for the IAB Level 2 Certificate in Bookkeeping (QCF). However, it is recommended that before commencing a course leading to the IAB Level 2 Certificate in Bookkeeping (QCF), the prospective learner will already have basic

# International Association of Bookkeepers (IAB)

skills in numeracy and literacy and some understanding of basic bookkeeping practices and terminology. The successful completion of the IAB Level 1 Award in Bookkeeping or the IAB Level 1 Award in Manual Bookkeeping would be ideal qualifications to allow progression to the Level 2 Certificate in Bookkeeping (QCF).

## How long will it take?

This qualification is currently part of the Qualification and Credit Framework (QCF). 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. This qualification is **competence** based, as it is deemed to include all the relevant knowledge and skills for a level 2 bookkeeper.

All learning relates to the activity in the title of the qualification which will enable candidates to progress into self-employment or employment by preparing them for various job roles which may include, but not limited to, junior bookkeeper, accounts clerk, finance assistant, data entry clerk, invoicing clerk, sales ledger clerk, accounts trainee.

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

## What is the content of the qualification?

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

Unit	Assessment
<b>Mandatory units</b>	
Principles of recording and processing financial transactions	} Knowledge tests
Professional values and basic business legislation	
Principles of VAT	
Banking procedures*	
Preparing and recording financial documentation	Assignment 1
Maintaining and reconciling the cash book	Assignment 2
Maintaining petty cash records*	Assignment 3
Maintaining the journal	
Processing ledger transactions and extracting a trial balance	Examination
Maintain control accounts	

\* If already successfully completed in level 1 then no need to take the assessment

To successfully complete the qualification the candidate must pass each of the above mandatory elements of assessment. There are 4 knowledge tests, 3 skills assignments and 1 examination. 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:

Knowledge tests	70%
Assignment	70%
Examination	70%

The qualification is not graded and therefore on successful completion the learner will receive a Pass in the Level 2 Certificate in Bookkeeping (QCF) 601/0730/3.

# International Association of Bookkeepers (IAB)

## Where will the qualification lead?

This qualification acts as an introduction to the underpinning knowledge of financial record keeping and account preparation within the scope of double-entry bookkeeping, and gives the candidate the necessary skills to record financial transactions in a manual double-entry bookkeeping system and may lead to employment at a junior level within an accounts department.

The qualification will also enable the candidate to progress on to higher level learning at Level 3.

## Will the qualification support progression to further learning?

This qualification gives candidates the option of undertaking further studies of bookkeeping and accounting routines and procedures at Level 3 both in manual and computerised environments.

It will also enable candidates to progress in their learning to further develop their knowledge, understanding and skills of dealing with financial transactions by:

Widening their skills at this level by progressing to the IAB Level 2 Certificate in Computerised Accounting for Business. This aims to give a Sage competency qualification alongside the IAB qualification and includes units not covered within the bookkeeping competency, or,

Undertaking further studies of bookkeeping and accounting routines and procedures at Level 3 on courses such as:

- 601/0731/5 Certificate in Bookkeeping
  - Focus on bookkeeping theory
- 601/0484/3 Diploma in Bookkeeping
  - Focus on bookkeeping apprenticeship framework
- 500/9260/1 Certificate in Manual Bookkeeping
  - Focus on manual bookkeeping

## Comparing IAB qualifications: Why should I take this one?

The qualification you have been reading about is the level 2 **601/0730/3 Certificate in Bookkeeping** with a focus on bookkeeping theory for those who are not currently part of an apprenticeship programme.

The IAB also offers the following level 2 qualifications:

- 601/0480/6 Award in Manual Bookkeeping
  - Focus on manual bookkeeping
- 500/9261/3 Award in Computerised Bookkeeping
  - Focus on computerised bookkeeping
- 601/5245/X Certificate in Computerised Accounting for Business
  - Focus on computerised bookkeeping with Sage software
- 601/3789/7 Certificate in Manual and Computerised Bookkeeping
  - Focus on combined bookkeeping

# International Association of Bookkeepers (IAB)

## Who supports the qualification?

This qualification allow learners to demonstrate to others that they have achieved certain skills, knowledge and understanding in bookkeeping at a level 2. It is recognised in industry and several letters of support are available to endorse this:

- Pertemps
- ESOS Limited
- CIPP - Chartered Institute of Payroll Professionals
- Brain International
- JTD Limited

Many colleges and training organisations recognise the qualification for entry to a higher level course or qualification. Please contact us or visit our website for details of providers in your area.

This qualification is linked to National Occupational Standards (NOS). There is a direct relationship based on NOS for Accountancy and Finance (2012) FA-1, FA-2 and FA-3.

On enrolment the qualification provides access to student registration with the IAB. Successful completion will enable you to apply for Associate membership of the IAB and entitle you to use AIAB after your name.

## Other relevant information:

The IAB also provides a number of qualifications related to Payroll and associated services such as pensions auto-enrolment and apprenticeships.