

Qualification Overview

Outcomes

The IAB Level 3 Certificate in Manual Bookkeeping aims to assess the learner's competence and understanding in carrying out a range of routine and non-routine accounting and advanced bookkeeping activities using a manual bookkeeping system. The activities will include routine bookkeeping and accounting tasks, including the production of complex financial statements from both complete and incomplete records.

The content prepares candidates with the necessary understanding of the importance of maintaining accuracy, security and integrity in performing bookkeeping and accounting tasks using a manual accounting system.

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 a manual double-entry bookkeeping system.

Who is the qualification for?

The IAB Level 3 Certificate in Manual Bookkeeping is specifically designed to appeal to those who are aspiring to become, or who are already, professional bookkeepers or accounts administrators.

This Level 3 qualification is primarily designed for the following candidates:

- Those who already have some bookkeeping experience and who wish to acquire further skills required of Bookkeepers, Accounts Clerks and Financial Administrators in a manual accounting environment. It is particularly useful for those who need to upskill or refresh knowledge quickly in order to gain employment.
- Those candidates who already hold the IAB Level 1 Award and Level 2 Certificate in Bookkeeping or the IAB Level 2 Award in Computerised Bookkeeping and wish to progress to a Level 3 qualification.
- Those who are already employed in bookkeeping or allied roles and who wish to enhance their firm foundation to perform some advanced routine and non-routine tasks.
- Those preparing for or undertaking an apprenticeship in bookkeeping or accounting at Level 3 who wish to underpin this with a thorough grounding in the fundamental technical knowledge skills associated with producing financial statements at this level.
- Those who may wish to continue to a higher level of study in accounting and related subjects and qualifications.

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Entry requirements / restrictions?

There are no formal entry requirements for the IAB Level 3 Certificate in Manual Bookkeeping (QCF). However 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. The successful completion of the IAB Level 2 Certificate in Bookkeeping or the IAB Level 2 Award in Manual Bookkeeping would be ideal qualifications to allow progression to the Level 3 Certificate in Manual 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 3 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, accounts clerk, finance assistant, finance administrators.

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
Mandatory	
Prepare financial statements from incomplete records	Assignment 1
Preparing and completing VAT returns	Assignment 2
Record transactions and make accounting adjustments	Assignment 3
Prepare financial statements for a not for profit organisation	Assignment 4
Prepare financial statements for a sole trader	Examination 1
Prepare financial statements for a partnership	

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:

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Assignment 70%

Examination 70%

On successful completion of the **mandatory** units, the learner will be awarded one of the following grades for the Level 3 Certificate in Manual Bookkeeping (QCF) 500/9260/1.

70 - 80 B

80 - 90 A

90+ A*

Where will the qualification lead?

This qualification assess the learner's competence and understanding in carrying out a range of day-to-day accounting and advanced bookkeeping routines and activities using a manual bookkeeping system. The tasks include the production of complex financial statements for a Sole Trader or Partnership from both complete and incomplete records 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 semi-senior level within an accounts department.

The qualification will also enable the candidate to progress on to further studies of accountancy routines and procedures at Level 4 of the National Occupational Standards and undertake studies in other areas of accountancy related subjects at this Level.

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 4 both in manual and computerised environments such as:

- 500/3370/0 Diploma in Accounting to International Standards

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 3 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 qualifications such as:

- 601/0482/X Certificate in Computerised Accounting for Business
 - Focus on bookkeeping using Sage Software
- 601/0484/3 Diploma in Bookkeeping
 - Focus on apprenticeship framework

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Comparing IAB qualifications: Why should I take this one?

The qualification you have been reading about is the level 3 **500/9260/1 Certificate in Manual Bookkeeping** with a focus on bookkeeping theory.

The IAB also offers the following level 3 qualifications:

- 601/0731/5 Certificate in Bookkeeping
 - Focus on manual bookkeeping
- 500/9407/5 Award in Computerised Bookkeeping
 - Focus on computerised bookkeeping
- 601/0482/X Certificate in Computerised Accounting for Business
 - Focus on computerised bookkeeping with Sage software

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 3. 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 Membership of the IAB and entitle you to use MIAB 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.