



## IAB LCCI Level 3 Certificate in Computerised Accounting

### Qualification Specification

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## **1 Introduction to the qualification**

All businesses require accurate accounting records that are maintained on a regular basis, and for reports to be produced for business decision. The changes in technology have automated many routine aspects of accountancy. Therefore, bookkeepers and accountants need to adapt and develop new skills to access, transact and manage business finances.

The IAB LCCI Level 3 Certificate in Computerised Accounting qualification builds on top of the IAB LCCI Level 2 Certificate in Computerised Accounting qualification. The additional units in this qualification are designed to build further technical and professional skills with practical experience, enabling learners to apply more advanced cloud accounting system knowledge.

The qualification has been developed to increase learners' competence and employability in the sector and support academic progression. The qualification will allow them to combine with other IAB LCCI certificates for higher level qualifications or progress to other professional accountancy qualifications.

For learners without IAB LCCI Level 2 Certificate in Computerised Accounting, the total Guided Learning Hours for this qualification are as follows:

| <b>Guided Learning Hours<br/>(GLH)</b> |
|----------------------------------------|
| 60                                     |

## **2 Statement of level**

This is a Level 3 qualification as defined within the regulations of the RQF.

## **3 Aims**

The aim of the IAB LCCI Level 3 Certificate in Computerised Accounting qualification is to equip learners with further practical skills in managing accountancy records using a cloud-based accounting software. Topics include stock control, foreign currency transactions, non-routine transactions, adjustment and basic report analysis.

On completion of this qualification, the learners will be:

- Able to use additional features to perform further customisation to suit various aspects of business operations
- Proficient in processing advanced business transactions
- Able to produce and provide basic analysis on period end reports

#### **4 Target groups**

The IAB LCCI Level 3 Certificate in Computerised Accounting qualification is primarily designed to appeal to learners in the following groups:



- Learners who already have some bookkeeping experience and want to formalise their knowledge and skills by completing an accredited qualification in bookkeeping and accounting.
- Learners who already hold a bookkeeping qualification or have manual bookkeeping experience wanting to expand their range of knowledge and skills in cloud accounting system.
- Learners already employed in bookkeeping or allied roles and wanting to upskill and adapt to technology tools so that they can perform more effectively and take on additional responsibility in the workplace.
- Learners who are currently unemployed and wanting gain the knowledge and skills they need to move into a career in bookkeeping and accounting.
- Learners already self-employed as a bookkeeper / practitioner, or considering self-employment, and wanting to expand their range of knowledge and skills so that they can offer a more extensive range of services to a wider client base.
- Learners who are small to medium business owners wanting to adopt accounting software to effectively manage their finances.

## **5 Entry requirements**

It is recommended that learners wanting to study the IAB LCCI Level 3 Certificate in Computerised Accounting qualification already have some knowledge of bookkeeping and accounting such as double entry and accounting cycle.

Whilst suitable work experience would qualify learners to commence their studies at this Level, the IAB Level 3 Certificate in Bookkeeping and Level 3 Award in Computerised Bookkeeping qualifications, or similar qualifications issued by another awarding body, are ideal stepping-stones to the Level 3 Certificate in Computerised Accounting qualification.

## **6 Progression**

Holders of the IAB LCCI Level 3 Certificate in Computerised Accounting qualification could pursue different routes as outlined below:

- Enter the accounting and finance sector.
- Progress to a variety of roles within a company's finance department such as account officer, executive, and accounting technician (or equivalent).
- Pursue a promotion.
- Continue academic study leading to a higher bookkeeping and accounting qualification such as via LCCI suites of qualifications or externally with a professional body or education provider.



## 7 Units and Learning Outcomes

The qualification is made up of a total of 14 units. Of which 8 units are from Level 2 Certificate in Computerised Accounting and 6 units are shown as below:

| Unit title: Stock Module |                                                                 |
|--------------------------|-----------------------------------------------------------------|
| Learning outcomes:       |                                                                 |
| 1                        | Able to utilise location in stock maintenance                   |
| 2                        | Able to maintain stock record and extract stock related reports |

| Unit title: Department |                                                                |
|------------------------|----------------------------------------------------------------|
| Learning outcomes:     |                                                                |
| 1                      | Able to utilise departments in transaction entries and reports |

| Unit title: Currency |                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------|
| Learning outcomes:   |                                                                                           |
| 1                    | Know how to record transactions and maintain financial records involving foreign currency |

| Unit title: Non-routine Transactions |                                          |
|--------------------------------------|------------------------------------------|
| Learning outcomes:                   |                                          |
| 1                                    | Able to process non-routine transactions |

| Unit title: Adjustment |                                          |
|------------------------|------------------------------------------|
| Learning outcomes:     |                                          |
| 1                      | Perform adjustments to financial records |

| Unit title: Report Analysis |                                                      |
|-----------------------------|------------------------------------------------------|
| Learning outcomes:          |                                                      |
| 1                           | Able to provide basic analysis on period end reports |

## 8 Assessment, achievement and grading

### 8.1 Methods of assessment

The Level 3 Certificate in Computerised Accounting is assessed through a single, online examination that is externally set and marked. This examination accounts for 100% of the final grade for the qualification.

The exam has a duration of 3 hours and must be completed under controlled conditions. Candidates are permitted to use calculators during the assessment.

Assessment is conducted using the AutoCount Cloud Accounting system, where candidates are required to complete practical tasks. These tasks include:

- Setting up accounts
- Processing one month of transactions
- Preparing financial statements

The tasks are designed to assess specific Assessment Objectives (AOs), weighted as follows:

| Assessment Objective           | Description                                                                                 | Weighting |
|--------------------------------|---------------------------------------------------------------------------------------------|-----------|
| AO1: Demonstrate Understanding | Understand cloud accounting system and features                                             | 12%       |
| AO2: Perform Procedures        | Record business transactions, apply accounting techniques, and prepare financial statements | 78%       |
| AO3: Demonstrate Understanding | Understand accounting processes, procedures, and techniques                                 | 6%        |
| AO4: Analyse                   | Analyse and interpret data to perform procedures                                            | 4%        |

### 8.2 Achievement and grading

Candidate performance is graded according to the following bands:

- Distinction: 90–100%
- Merit: 75–89%
- Pass: 60–74%
- Fail: 0–59%



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Raw marks earned from correctly completed tasks are converted to a percentage score out of 100 to determine the final grade.

A Fail will be recorded if a candidate does not achieve the minimum required marks for a Pass.



## **9 Certification**

On successfully achieving Pass and above band, the learner will receive an IAB LCCI Level 3 Certificate in Computerised Accounting. A certificate will be issued to the learner confirming that they have demonstrated competence in the learning outcomes and assessment objectives. The certificate will identify the learner by name and will include the full title and accreditation number of the qualification.

Prior to issue of the certificate, a fee per qualification must be paid to the IAB. Details of these fees are available on our current fees list which can be accessed online, alternatively please contact the Education Team.

## **10 Reasonable adjustments and special considerations policy and procedure**

Please refer to the IAB for a copy of this policy and procedure or contact the Education Department of the IAB.

## **11 Enquiries and Appeals Procedure**

Please refer to the IAB for a copy of this procedure or contact the Education Department of the IAB.

## **12 Unit specifications**

The qualification is comprised of eight units from the IAB LCCI Level 2 Certificate in Computerised Accounting and six units of which the specifications are shown below:



| Unit Title                                                        | Stock Module |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                             | 3            |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| GLH                                                               | 4            |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Learning Outcomes                                                 |              | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1 Able to utilise location in stock maintenance                   |              | <b>Learners are required to demonstrate they are able to:</b><br><br>1.1 Create stock location for branches and warehouses<br>1.2 Assign location in transaction entries accordingly<br><br><b>Indicative content:</b> <ul style="list-style-type: none"><li>• Location</li></ul>                                                                                                                                                                      |
| 2 Able to maintain stock record and extract stock related reports |              | <b>Learners are required to demonstrate they are able to:</b><br><br>2.1 Perform stock adjustment and stock transfer<br>2.2 Generate Product Profit Margin report<br>2.3 Generate stock balance and stock card reports<br><br><b>Indicative content:</b> <ul style="list-style-type: none"><li>• Stock Adjustment</li><li>• Stock Transfer</li><li>• Product Profit Margin Report</li><li>• Stock Balance Report</li><li>• Stock Card Report</li></ul> |

| Unit Title                                                        | Department |                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                             | 3          |                                                                                                                                                                                                                                                                                                                                                                                                                |
| GLH                                                               | 2          |                                                                                                                                                                                                                                                                                                                                                                                                                |
| Learning Outcomes                                                 |            | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                            |
| 1 Able to utilise departments in transactions entries and reports |            | <b>Learners are required to demonstrate they are able to:</b><br><br>1.1 Create departments and sub-departments<br>1.2 Assign a department in transaction entries<br>1.3 Generate reports by department<br><br><b>Indicative content:</b> <ul style="list-style-type: none"><li>• Department Maintenance</li><li>• Assign Department in Transaction Entries</li><li>• Generate Reports by Department</li></ul> |



| Unit Title                                                                                  | Currency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                                                       | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| GLH                                                                                         | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Learning Outcomes                                                                           | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1 Know how to record transactions and maintain financial records involving foreign currency | <p><b>Learners are required to demonstrate they are able to:</b></p> <ul style="list-style-type: none"><li>1.1 Maintain currencies operated in the company</li><li>1.2 Create supplier and customer that trades in foreign currency</li><li>1.3 Record Sales and Purchase transaction entries in foreign currency</li><li>1.4 Observe the impact of trading foreign currencies in reports</li></ul> <p><b>Indicative content:</b></p> <ul style="list-style-type: none"><li>• Currency Maintenance</li><li>• Supplier / Customer with Foreign Currency</li><li>• Purchases in Foreign Currency</li><li>• Sales in Foreign Currency</li><li>• Observe Gain / Loss in Ledger Report and Profit and Loss Report</li></ul> |

| Unit Title                                 | Non-routine Transactions                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                      | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| GLH                                        | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Learning Outcomes                          | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1 Able to process non-routine transactions | <p><b>Learners are required to demonstrate they are able to:</b></p> <ul style="list-style-type: none"><li>1.1 Create transaction entries where settlement discount is applied</li><li>1.2 Record owner's drawings</li><li>1.3 Record fixed asset introduction and disposal</li></ul> <p><b>Indicative content:</b></p> <ul style="list-style-type: none"><li>• Settlement Discount</li><li>• Drawing</li><li>• Fixed Asset Introduction</li><li>• Fixed Asset Disposal</li></ul> |



| Unit Title                                 | Adjustment                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                      | 3                                                                                                                                                                                                                                                                                                                                                                                            |
| GLH                                        | 4                                                                                                                                                                                                                                                                                                                                                                                            |
| Learning Outcomes                          | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                          |
| 1 Perform adjustments to financial records | <p><b>Learners are required to demonstrate they are able to:</b></p> <p>1.1 Add prepayment transactions</p> <p>1.2 Add accrual entries</p> <p>1.3 Record depreciation of fixed assets</p> <p>1.4 Record bank charges</p> <p><b>Indicative content:</b></p> <ul style="list-style-type: none"> <li>• Prepayment</li> <li>• Accrual</li> <li>• Depreciation</li> <li>• Bank Charges</li> </ul> |

| Unit Title                                             | Report Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level                                                  | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| GLH                                                    | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Learning Outcomes                                      | Assessment Criteria                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1 Able to provide basic analysis on period end reports | <p><b>Learners are required to demonstrate they are able to:</b></p> <p>1.1 Extract information from Profit and Loss Statement and calculate Gross Profit Margin and Net Profit Margin</p> <p>1.2 Extract information from Balance Sheet Statement and calculate Liquid Ratio</p> <p><b>Indicative content:</b></p> <ul style="list-style-type: none"> <li>• Gross Profit Margin</li> <li>• Net Profit Margin</li> <li>• Liquid Ratio</li> </ul> |



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