



International Association of Book-Keepers
Level 1 Award in Manual Book-keeping
Autumn Term 2016



Highlands College, Campus: University Centre, Room: 214
All classes will start at 9:00 and finish at 14:30 unless otherwise stated

| Session Number | Date | Content |
|----------------|----------------------|--|
| 1 | Saturday 5 November | Preparing and Processing Business Documents (Assignment 1) Recording Credit Transactions (Assignment 2) |
| 2 | Saturday 19 November | Making and Receiving Payments (Assignment 3) Recording Receipts and Payments (Assignment 4- Part 1) |
| 3 | Saturday 3 December | Recording Receipts and Payments (Assignment 4 – Part 2) Maintaining Petty Cash (Assignment 5) |

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| Business Development Centre Team | Email: bdc@highlands.ac.uk Tel: 01534 608708 |
| Tutor | Blanca Palacin |
| Cost | Full cost: £250.00 Registered ISE (GST) exempt companies: £238.07 Includes: Examination fee and study text |
| Course Code | 1666IAB103 |



Level 1 award in Manual Book-Keeping

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:

- Recording receipts and payments
- Preparing and processing bookkeeping documents
- Recording credit transactions
- Making and receiving payments
- Maintaining petty cash records

How will it be assessed?

Delegates are assessed by online knowledge tests and assignments during the course

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 £250: Registered ISE (GST) exempt companies £238.07 (2016)

Level 2 Award full cost £310: Registered ISE (GST) exempt companies £295.63 (2016)

Level 3 Certificate full cost £631: Registered ISE (GST) exempt companies £614.10 (2017)