

**International Association of Book-Keepers
Level 1 Award in Manual Book-Keeping
Autumn 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	Tuesday 7 November	The Sole Trader & Bookkeeping and Financial Statements
2	Tuesday 14 November	The Basic of Double Entry
3	Tuesday 21 November	Introduction to VAT
4	Tuesday 28 November	Source Documents
5	Tuesday 5 December	Set up a Bookkeeping System & Process Transactions
6	Tuesday 12 December	Reconcile the Balance on the Bank Account and Keep Petty Cash Book

Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608708
Tutor	Andrew Webb
Cost	Full Cost: £245.00 Registered ISE (GST) exempt companies: £233.33 Includes: IAB registration fee and study text
Course Code	1766IAB103

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 you will 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 (RQF). 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 £245.00 Registered ISE (GST) exempt companies £233.33