

**International Association of Book-Keepers  
Level 3 Certificate in Book-keeping and Accounting (RQF)  
Spring Term 2018**

Highlands College, Campus: University Centre, Room: From 17 May until 5 Jul TU 226 / from 12 Jul to 30 Aug  
UC214

All evening classes will start at 18:00 and finish at 20:30 unless otherwise stated

Session Number	Date	Content
1	Thursday 17 May	Double Entry Book-keeping Sales & Purchase Ledger Control accounts Control Accounts Reconciliation
2	Thursday 24 May	Accounting Concepts, Policies & Standards Trial Balance Errors & Suspense Account
3	Thursday 31 May	Form & Function of Financial Statements Trading, Profit & Loss Account Balance Sheet
4	Thursday 07 June	Accounting for Prepayments & Accruals
5	Thursday 14 June	Depreciation & Disposal of Fixed Assets
6	Thursday 21 June	Account for Bad & Doubtful Debts
7	Thursday 28 June	Stock Valuation Margin and Mark up
8	Thursday 05 July	Recap / Catch up
9	Thursday 12 July	Extended Trial Balance
10	Thursday 19 July	Prepare Financial Statements from Incomplete Records
11	Thursday 26 July	Prepare Financial Statements for a Not For Profit Organisation
12	Thursday 02 August	Prepare Financial Statements for a Sole Trader
13	Thursday 09 August	Prepare Financial Statements for a Sole Trader
14	Thursday 16 August	Prepare Financial Statements for a Partnership
15	Thursday 23 August	Prepare Financial Statements for a Partnership



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16	Thursday 30 August	Revision
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Revision Day	Saturday 01 September at 09:30 to 13:30
Exam Date	Thursday 06 September at 10:00
Exam Venue	Highlands College Examination Centre in University Centre
Business Development Centre Team	Email: <a href="mailto:bdc@highlands.ac.uk">bdc@highlands.ac.uk</a> Tel: 01534 608708
Tutor	Frederik Tonsberg
Cost	Full cost: £647.00 Registered ISE (GST) exempt companies: £616.64 Includes: Examination fee, revision day workshop & study text
Course Code	1766IABD02

## **International Association of Bookkeepers Level 3 Certificate in Book-Keeping and Accounting (RQF)**

### **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 16 weeks (6.00pm-8.30pm)

### **Where is this course run?**

Highlands College

### **What are the entry requirements for this course?**

This is a Level 3 qualification as defined within the regulations of the Regulated Qualification Framework. 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.

### **What will I study on this course?**

The units for this qualification are:

Principles of accounting

Make accounting adjustments

Prepare financial statements from double entry records (for sole traders and partnerships)

Prepare financial statements from incomplete records (for sole traders and not for profit organisations)

### **How will it be assessed?**

Delegates are assessed by online knowledge tests and assignments during the course and a final examination.

### **What qualification will I gain?**

The learner will receive a certificate to confirm the achievement of the Level 3 Certificate in Bookkeeping and Accounting (RQF). The certificate will include the full name and accreditation number of the qualification and the grade obtained.

### **What does this course lead on to?**

Qualifications are designed to equip candidates with the necessary knowledge and skills for a particular occupational role.