



## **Qualification Specification**

### **Level 2 Award in Using Computerised Accounting Software in Business**

# Contents

	<b>Page</b>
Introduction	3
Qualification profile	3
Centre requirements	5
Support for candidates	5
Assessment	6
Internal quality assurance	6
Adjustments to assessment	7
Results enquiries and appeals	7
Certification	7
Learning Outcomes and Assessment Criteria	8

## Introduction

This qualification is appropriate for anyone using computerised accounting software in a business context, in a self-employed or employed capacity in:

- Construction Businesses
- Business Administration
- Health / Beauty / Fitness Businesses
- Retail Businesses

Candidates choose one of the contextualised units relevant to their area of work.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales.

## Entry Requirements

There are no formal entry requirements for this qualification, however, if candidates have no prior knowledge or experience of using computerised accounting software they would benefit from the achievement of ProQual Level 2 Award in Accounting Knowledge. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Profile

Qualification title	<b>ProQual Level 2 Award in Using Computerised Accounting Software in Business</b>
Ofqual qualification number	603/1268/3
Level	2
Total Qualification Time	32 hours (25 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	27/3/2017
Qualification end date	

## Qualification Structure

Candidates must complete **ONE** of the following units:

- K/615/5946 Computerised Accounting for Construction Businesses
- M/615/5947 Computerised Accounting for Business Administration
- T/615/5948 Computerised Accounting for Health/Beauty/Fitness Businesses
- A/615/5949 Computerised Accounting for Retail Businesses

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Assessment guidance is included to assure consistency.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 8 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

### **ProQual Level 2 Award in Using Computerised Accounting Software in Business**

#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully completed the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

# Learning Outcomes and Assessment Criteria

Unit K/615/5946

Computerised Accounting for Construction Businesses

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to register with HMRC as Self-Employed	1.1 State the key timescales for registration with HMRC and where to find that information
	1.2 Identify the information required to register as self-employed
	1.3 State the rules surrounding the use of business names, e.g. Sole Trader, sensitive names, names covered by trademark
	1.4 Describe how the tax and NIC system works for self-assessment, including: <ul style="list-style-type: none"><li>• Key dates for payment</li><li>• Payments made on the previous year's profit</li><li>• Filing a self-assessment tax return</li><li>• Dates for payments of tax and NIC, class 2 NIC</li></ul>
	1.5 Describe how to file a tax return and choose an appropriate financial year
2 Understand daily record keeping for construction businesses – Main Contractors and Subcontractors	2.1 Describe how the CIS scheme works, including how and why CIS deductions are made
	2.2 State the rates of tax for: <ul style="list-style-type: none"><li>• non registered</li><li>• registered if not a gross contractor</li></ul>
	2.3 State the rules for subcontracting versus employing
	2.4 Describe how to register as a CIS sub contractor
	2.5 Process transactions for contractors registered under the CIS scheme where VAT is applicable: Deduction of tax, treatment of materials, treatment of VAT
	2.6 Process transactions for contractors registered under the CIS scheme where VAT is not applicable: Deduction of tax, treatment of materials
	2.7 Process transactions for contractors where the business operates cash accounting for VAT
	2.8 Describe the three tests for subcontracting as a gross contractor, business, turnover and compliance
	2.9 Explain reasons why a penalty may apply



Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>3 Be able to use a computerised accounting system for Construction Industry – Main Contractor and Subcontractor Sales</p>	<p>3.1 Create customer records: Name, address, contact information, nominal code</p> <p>3.2 Create a sales invoice: Customer reference, date, detail, nominal code, labour, materials, VAT</p> <p>3.3 Create suitable nominal codes to account for CIS tax withheld, materials and labour</p> <p>3.4 Create a credit note in respect of CIS tax withheld, date, nominal code, information, net amount, tax code</p> <p>3.5 Process the customer receipt where CIS tax has been withheld, date, amount, tax code</p> <p>3.6 Process a bank receipt where a refund is given and now the reason for a refund of CIS tax</p>
<p>4 Be able to use a computerised accounting system for Construction Industry – Purchases</p>	<p>4.1 Create supplier records: Name, address, contact information, nominal code</p> <p>4.2 Enter a purchase invoice, supplier reference, date, detail, nominal code, labour, materials, VAT</p> <p>4.3 Create suitable nominal codes to account for CIS tax withheld, materials and labour</p> <p>4.4 Create a credit note in respect of CIS tax withheld, date, nominal code, information net amount, tax code</p> <p>4.5 Process the supplier payment where CIS tax has been withheld, date, amount, tax code</p> <p>4.6 Process a bank payment in respect of CIS tax due to HMRC</p> <p>4.7 State the rules of payment of tax to HMRC</p>
<p>5 Be able to use a computerised accounting system for Construction Industry – VAT Cash Accounting</p>	<p>5.1 Explain the process for entering sales receipts where CIS tax is withheld when the business is cash accounting</p> <p>5.2 Explain the process for entering purchase payment where CIS tax is withheld when the business is cash accounting</p>
<p>6 Be able to produce Reports for Construction Industry Business</p>	<p>6.1 Produce management information reports including those clearly showing CIS balance(s) outstanding:</p> <ul style="list-style-type: none"> <li>• Trial Balance</li> <li>• Balance Sheet</li> <li>• Profit and Loss Account</li> </ul> <p>6.2 Identify what information is required on a CIS monthly sub contractor payment statement</p> <p>6.3 Identify what information is required on a CIS submission</p> <p>6.4 Reconcile the CIS nominal account in a computerised accounting system</p>

## Unit M/615/5947

### Computerised Accounting for Business Administration

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to register with HMRC as Self-Employed	1.1 State the key timescales for registration with HMRC and where to find that information
	1.2 Identify the information required to register as self-employed
	1.3 State the rules surrounding the use of business names, e.g. Sole Trader, sensitive names, names covered by trademark
	1.4 Describe how the tax and NIC system works for self-assessment, including: <ul style="list-style-type: none"><li>• Key dates for payment</li><li>• Payments made on the previous year's profit</li><li>• Filing a self-assessment tax return</li><li>• Dates for payments of tax and NIC, class 2 NIC</li></ul>
	1.5 Describe how to file a tax return and choose an appropriate financial year
2 Understand the difference between costs and income	2.1 Describe what is meant by: <ul style="list-style-type: none"><li>• Direct Costs</li><li>• Indirect Costs</li><li>• Overheads</li></ul> and the difference between them
	2.2 Identify the sources of coding for data and profit centres: Sales invoices, purchase invoices, bank statements, petty cash vouchers, wage information
3 Understand how to set up a computerised accounting system	3.1 Set up a computerised system to cope with different income and expenditure streams
	3.2 Enter a budget
	3.3 Set up a department or cost centre, accurately enter: Nominal code, department code, analysis code
	3.4 Produce a range of reports to denote departmental or cost centre profitability
4 Be able to report performance against targets (variance)	4.1 Identify the difference between budget figures and actual figures
	4.2 Determine the variance between budget figures and actual figures
	4.3 Process information related to cost centres or nominal codes
	4.4 Run reports to accurately show the variance

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
5 Understand different methods of stock control	5.1 State the difference between the three methods of stock control: <ul style="list-style-type: none"> <li>• FIFO</li> <li>• LIFO</li> <li>• AVCO</li> </ul> 5.2 Explain why stock control is important and what impact it can have on profitability 5.3 Enter journals for stock adjustments 5.4 Run reports to show the adjustment of stock
6 Understand different forms of cost control	6.1 Identify the difference between project (job) costing and other forms of cost control 6.2 Set up a project costing system that is separate to the accounting system to control jobs costs and resources used 6.3 Run reports to show the project (job) profitability detailing sales, costs and resources used

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit T/615/5948

### Computerised Accounting for Health, Beauty and Fitness Businesses

Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
1 Understand how to register with HMRC as Self-Employed	1.1 State the key timescales for registration with HMRC and where to find that information	
	1.2 Identify the information required to register as self-employed	
	1.3 State the rules surrounding the use of business names, e.g. Sole Trader, sensitive names, names covered by trademark	
	1.4 Describe how the tax and NIC system works for self-assessment, including: <ul style="list-style-type: none"><li>• Key dates for payment</li><li>• Payments made on the previous year's profit</li><li>• Filing a self-assessment tax return</li><li>• Dates for payments of tax and NIC, class 2 NIC</li></ul>	
	1.5 Describe how to file a tax return and choose an appropriate financial year	
2 Understand the importance of financial record keeping	2.1 Describe the reasons for sound financial record keeping	
	2.2 Explain the principles of accounting on a cash basis	
	2.3 Explain the principles of accounting on an accruals basis	
3 Be able to set up a computerised system for working in the Health and Beauty Industry	3.1 Create suitable nominal codes for income in the health and beauty industry from: <ul style="list-style-type: none"><li>• treatments</li><li>• training/consultation</li><li>• classes</li><li>• product sales</li></ul>	
	3.2 Create suitable nominal codes for costs in the health and beauty industry related to: <ul style="list-style-type: none"><li>• treatments</li><li>• training/consultation</li><li>• classes</li><li>• product purchases</li><li>• chair hire (for hairdressers)</li><li>• business expenses</li><li>• clothing/uniform</li><li>• insurance</li><li>• travel</li><li>• marketing</li></ul>	
	3.3 Create a coding system to enable easy access to client records	

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>3.4 Create client records: Name, Address, Email, Telephone, Date of Birth, Health Information (as required), Signed Statements of Authority (if required)</p> <p>3.5 Create departments or cost centres for differing business areas</p> <p>3.6 Record daily/weekly income from clients: Correct Nominal Code, Tax Code, Date, Amount and Reference</p> <p>3.7 Record receipts made by credit card into a credit card reconciliation account</p> <p>3.8 Record sales receipts made by cash</p> <p>3.9 Enter petty cash payments made: Correct Nominal Code, Tax Code, Date, Amount and Reference</p> <p>3.10 Process recurring entries, for example membership fees:</p> <ul style="list-style-type: none"> <li>• Recurring Sales Invoices and Receipts</li> <li>• Recurring Purchase Payments and Standing Orders</li> </ul> <p>3.11 Enter a customer refund and a bad debt: Correct Nominal Code, Tax Code, Date, Amount and Reference</p> <p>3.12 Enter drawings into the accounts using the correct Nominal Code and Tax Code</p> <p>3.13 Describe what 'simplified allowances' are</p>
<p>4 Understand the purpose of client confidentiality and data security</p>	<p>4.1 Explain the reason for client confidentiality</p> <p>4.2 List some of the key principles for keeping client confidentiality</p> <p>4.3 Identify the principles of data protection</p> <p>4.4 Explain the importance of maintaining security when keeping client information and accounting information</p>

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

**Unit A/615/5949**  
**Computerised Accounting for Retail Businesses**

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to register with HMRC as Self-Employed	1.1 State the key timescales for registration with HMRC and where to find that information 1.2 Identify the information required to register as self-employed 1.3 State the rules surrounding the use of business names, e.g. Sole Trader, sensitive names, names covered by trademark 1.4 Describe how the tax and NIC system works for self-assessment, including: <ul style="list-style-type: none"> <li>• Key dates for payment</li> <li>• Payments made on the previous year's profit</li> <li>• Filing a self-assessment tax return</li> <li>• Dates for payments of tax and NIC, class 2 NIC</li> </ul> 1.5 Describe how to file a tax return and choose an appropriate financial year
2 Understand daily record keeping for retail businesses	2.1 State the difference between the bank account, cash register/till and petty cash account(s) 2.2 Note the different considerations of a cash register account: Control, security, discrepancies, VAT, float 2.3 Describe the process of recording till takings by cash, credit card, cheque 2.4 Record daily takings, accurately enter: Correct nominal code, date, tax code, reference
3 Be able to set up a cash register in a computerised system	3.1 Set up a different bank account to record till takings, accurately enter correct nominal code and VAT treatment 3.2 Enter daily, weekly till takings, correct treatment of VAT, nominal code, date, reference, type of payment 3.3 Balance the periodic (daily or weekly) takings 3.4 Process discrepancies, underpayments and over payments at the till 3.5 Process entries required to deposit takings into: <ul style="list-style-type: none"> <li>• the bank account</li> <li>• the credit card control account</li> <li>• the petty cash account</li> </ul> 3.6 Process entries required to process payments out of the petty cash account 3.7 Process entries required to adjust the till float

**Learning Outcome - The learner will:****Assessment Criterion - The learner can:**

- 3.8 Run appropriate reports:
- Cash Register takings
  - Cash Register deposits
  - Cash Register payments
  - Activity reports
- 3.9 Describe security considerations of a cash business

**Assessment**

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



ProQual Awarding Body  
ProQual House  
Annie Med Lane  
South Cave  
HU15 2HG  
UK

Tel: +44(0)1430 423822

[www.proqualab.com](http://www.proqualab.com)

[enquiries@proqualab.com](mailto:enquiries@proqualab.com)