



Qualification Specification

Level 2 Certificate in Computerised Accounting

Contents

	Page
Introduction	3
Qualification profile	3
Centre requirements	4
Support for candidates	4
Assessment	5
Internal quality assurance	5
Adjustments to assessment	5
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

Introduction

This qualification is appropriate for anyone using computerised accounting software in a business context.

Topics include double entry bookkeeping, opening balances and journals, sales and purchase ledgers, bank and petty cash transactions, trial balance, data security, trade and settlement discounts, credit control, private use, fixed assets and budget control, producing sales invoices and credit notes.

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, candidates may 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	ProQual Level 2 Certificate in Computerised Accounting
Ofqual qualification number	603/1263/4
Level	2
Total Qualification Time	50 hours (26 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** Mandatory unit:

H/615/4945 Computerised Accounting

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 7 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 Certificate in Computerised Accounting

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

Computerised Accounting

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles of Manual Accounting	<p>1.1 Describe the meaning of Manual Accounting terms: Sales, Purchase, Expenses, Receipts, Payments, Assets and Liabilities</p> <p>1.2 Describe the meaning of terms: Business Entity, Dual Aspect, Money Measurement, Historic Cost</p> <p>1.3 Explain what is meant by the Accounting Equation</p> <p>1.4 Describe what is meant by the Double Entry Bookkeeping terms: Assets, Liabilities, Income, Expenditure and Capital</p> <p>1.5 Explain the terms Debit and Credit in reference to Double Entry Bookkeeping</p> <p>1.6 Describe the layout of a T Account</p> <p>1.7 Describe the Integrated Ledger terms: Sales Ledger, Purchase Ledger, Nominal Ledger, Cash Book and Journal</p> <p>1.8 Identify :</p> <ul style="list-style-type: none">(a) the difference between Prime Documents and Primary Accounting Records(b) how they relate to Double Entry Accounts in relation to sales of goods <p>1.9 Explain how a T Account is formed</p> <p>1.10 Identify on which side of the T Account the:</p> <ul style="list-style-type: none">(a) purchase(b) sale <p>of goods on credit would be entered</p> <p>1.11 Explain the key function of:</p> <ul style="list-style-type: none">• Sales Ledger Control• Purchase Ledger Control <p>1.12 Identify each element of the PEARLS acronym and indicate whether each element is a Cost, Asset, Revenue, Liability or Capital</p> <p>1.13 Describe the function of the Nominal Ledger</p> <p>1.14 Describe the function of the Trial Balance</p> <p>1.15 Describe the meaning of the terms:</p> <ul style="list-style-type: none">• Profit and Loss• Cost of Sales• Overheads and Expenses• Balance Sheet <p>1.16 Describe how the manual accounts fit into accounting software</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
2 Be able to install and set up a Computerised Financial System	2.1 Note the difference between cloud software and desktop software 2.2 Install computerised financial software 2.3 Set up a new company, accurately enter: Company Name, Address, Financial Year, Programme Date, VAT Number and Scheme 2.4 Back up data to a secure location 2.5 Restore data from a secure location
3 Be able to Code within Accounting Software to account for VAT, different transaction types, customers and suppliers	3.1 Note the difference between VAT rates 3.2 Create suitable and appropriate nominal accounts 3.3 Create customer and supplier account codes and records 3.4 Create customer and supplier account codes and records, accurately enter: Company Name, Address, Nominal Code, Contact 3.5 Make simple corrections to data to change or alter: VAT Code, Nominal Code, Customer and Supplier Codes 3.6 Create a chart of accounts or form nominal reports for financial reporting
4 Be able to record Opening Balances and Use Journals	4.1 Enter Opening Debtor Balances, accurately enter: Opening Debtor information, Tax Code, Date, Nominal Code, Reference and Amount 4.2 Enter Opening Creditor Balances, accurately enter: Opening Creditor information, Tax Code, Date, Nominal Code, Reference and Amount 4.3 Describe the circumstances in Journals would be entered 4.4 Process Journals for four types of transactions: Fixed Asset, Wages/Salaries, Owners Goods Used, Capital Introduced 4.5 Describe how Nominal Ledger Balances are posted 4.6 Explain the purpose of the Suspense Account 4.7 Enter an initial Opening Trial Balance
5 Be able to record Customer Sales Invoices and Credit Notes	5.1 Record information from invoices sent to customers, accurately enter: Document Date, Nominal Code, Document Reference, Amount, VAT Amount 5.2 Enter credit notes sent to customers, accurately enter: Document Date, Nominal Code, Document Reference, Amount, VAT Amount

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>5.3 Produce appropriate report for customer invoices over a date range detailing: Gross Amount, Net Amount, VAT Amount</p> <p>5.4 Produce appropriate report for customer credit notes over a date range detailing: Gross Amount, Net Amount, VAT Amount</p>
<p>6 Be able to record Supplier Purchase Invoices and Credit Notes</p>	<p>6.1 Record information from invoices received from suppliers, accurately enter: Document Date, Nominal Code, Document Reference, Amount, VAT Amount</p> <p>6.2 Record information from credit notes received from suppliers, accurately enter: Document Date, Nominal Code, Document Reference, Amount, VAT Amount</p> <p>6.3 Produce an appropriate report for supplier invoices over a date range detailing: Gross Amount, Net Amount, VAT Amount</p> <p>6.4 Produce an appropriate report for supplier credit notes over a date range detailing: Gross Amount, Net Amount, VAT Amount</p>
<p>7 Be able to Control Money : the Bank Account; enter Receipts and Payments, create Reports</p>	<p>7.1 Identify an opening bank account balance and enter it into the software</p> <p>7.2 Record receipts made from customers and paid into the bank account, accurately enter: Customer, Date, Amount, Allocate in Full, Allocate in Part, Allocate Credit Notes, and enter a payment on account</p> <p>7.3 Enter payments made to suppliers and paid out of the bank account, accurately enter: Supplier, Date, Amount, Allocate in Full, Allocate in Part, Allocate Credit Notes, and enter a payment on account</p> <p>7.4 Produce appropriate report for customer receipts over a date range:</p> <ul style="list-style-type: none"> • Day Book Reports - detailing Customer, Date, Reference, Amount Paid • Customer Statements - detailing amounts outstanding over a given date range <p>7.5 Produce appropriate report for supplier payments over a date range:</p> <ul style="list-style-type: none"> • Day Book Reports – detailing Supplier, Date, Reference, Amount Paid <p>7.6 Produce a supplier remittance detailing amount paid over a given date range:</p> <ul style="list-style-type: none"> • Supplier Remittance

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
8 Be able to record Non Credit Bank Transactions, Bank Reconciliation	8.1 Enter bank payments and bank receipts not relating to customers or suppliers: Wages, loans, direct debits, standing orders, payments to HMRC 8.2 Match items on the bank statement to transactions in the computer bank account record over a given date range 8.3 Mark the transactions as reconciled 8.4 Produce bank reconciliation reports: <ul style="list-style-type: none"> • Reconciled transactions • Un-Reconciled transactions
9 Understand an opening petty cash balance : Entering an opening balance, Petty Cash Transactions	9.1 Enter an opening petty cash balance into the software 9.2 Enter simple petty cash transactions 9.3 Enter petty cash payments with VAT, Correct Date, Nominal Code, Gross Amount and VAT Amount 9.4 Enter a range of petty cash payments with and without VAT, Correct Date, Nominal Code, Gross Amount and VAT Amount
10 Know how to balance accounts and produce reports : The Trial Balance, Nominal Ledger Reports and other reports	10.1 Produce a trial balance as at a given date or period 10.2 Produce nominal reports using correct selection criteria and parameters, for example: Nominal Activity, Nominal Day Books, Audit Trail 10.3 Produce reports on information: <ul style="list-style-type: none"> • Customer Account Balances – Aged Debtor Reports, Customer Address • Supplier Account Balances – Aged Creditor Reports, Supplier Address
11 Understand Data Security Risks, Data Protection and Safe Data Storage	11.1 Identify data security risks when running a computerised accounting system 11.2 Identify how to produce data when running a computerised accounting system 11.3 Identify how to store data when running a computerised accounting system in line with current legislation

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

enquiries@proqualab.com