



Award in Book-keeping and Accounts Levels 1& 2 Award in Accounting and Book-keeping Level 3 (8991)

Figures not adding up? Try our Book-keeping and Accounts qualifications to point you in the right direction. These single unit qualifications are available at levels 1-3, and evaluate learners' abilities to produce accounts for businesses. They are suitable for anyone looking for a qualification as the starting point for a career in book-keeping and accounts.

Progression

Learners can move through the various levels of this qualification. They can undertake related qualifications such as Computerised Accounts and Business Finance. Learners can progress to the Level 2/3 NVQ in Accounting and also undertake the Apprenticeship and Advanced Apprenticeship in Accounting.

Job roles

- Accounting technician
- Accounts/Finance clerk
- Private practice accountant

Learner benefits

- You will develop skills in Book-keeping and Accounts
- No specific entry requirements
- Single unit qualification
- Can be undertaken either part or full time

Qualification Structure

Level 2 Award in Book-keeping and Accounts

Areas covered at Level 2 include preparing ledger accounts and control accounts, correcting errors in business accounts such as identifying errors in ledger accounts, understanding capital and revenue expenditure, depreciation, end of year adjustments and trial balance.

Level 3 Award in Book-keeping and Accounts

Areas covered at Level 3 include preparing financial information for sole traders, partnerships, limited liability companies not for profit organisations and manufacturing accounts. This will include balance sheets, profit and loss accounts and period end adjustments.

For more information (including funding)

please complete the online [contact form](#) or contact one of our centres by telephone.