

# Awards in Computerised Accounts Levels 1, 2 & 3 (8989)



## Figures not adding up?

Try our Computerised Accounts qualifications to point you in the right direction.

These single unit qualifications are available at levels 1-3 on the Framework. They are designed for those wanting to enter or progress in the field of computerised accounts. They help learners gain practical skills in using computerised accounts software to produce accurate, professional and well presented accounts employing an appropriate range of accounting activities.

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## Qualification structure

Each qualification is made of up one mandatory unit which is assessed by an externally set and marked test, paper-based and available on demand.

### Level 1 Award in Computerised Accounts

#### 3 credits

Areas covered include

- being able to create accounts
- processing accounting information in respect of the sales and purchase ledgers
- understanding how to use batch control sheets
- producing accounting reports eg customer activity and supplier details reports.

### Level 2 Award in Computerised Accounts

#### 4 credits

Areas covered include

- processing accounting transactions
- producing customer and supplier documentation
- producing reports eg aged creditor analysis and sales day book summaries for management purposes.

### Level 3 Award in Computerised Accounts

#### 8 credits

Areas covered include

- interpreting and processing both routine and non-routine transactions
- producing accounting reports eg profit and loss accounts and balance sheets.

### Progression

- Learners can easily move through the various levels
- Complementary qualifications available include Levels 1-3 Book-keeping and Accounts (8991) and Business Finance (8990)
- Learners can also progress to the Level 2/3 NVQ in Accounting (7421) and the Apprenticeships in Accounting

### Job roles

- Accounts/Finance clerks/administrators
- Accounting technicians
- Private practice accountants

### Learner benefits

- 9 Gaining skills that are in demand by employers
- 9 No specific entry requirements
- 9 Single unit qualification
- 9 Achievement of a nationally recognised qualification
- 9 Progression to professional accounting qualifications

### Centre benefits

- 9 Fundable through the LSC
- 9 On-demand testing
- 9 Registration not required, single entry fee
- 9 No approval required if already a City & Guilds centre

<b>Certification dates</b>				
<b>Qualification number</b>	<b>QAN</b>	<b>Credit value</b>	<b>GLH</b>	<b>Last certification</b>
8989-01 Level 1 Award	500/4293/2	3	30	31/08/2013
8989-02 Level 2 Award	500/4292/0	4	30	31/08/2013
8989-03 Level 3 Award	500/4279/8	8	60	31/08/2013

**Further information (including funding sources) can be found by visiting the following websites:**

**Ofqual – National Database of Accredited qualifications**

<http://www.accreditedqualifications.org.uk>

**Learning Aims Database**

<http://providers.lsc.gov.uk/lad/default.asp>

**Train 2 Gain**

[www.traintogain.gov.uk](http://www.traintogain.gov.uk)

**Financial Services Skills Council**

[www.fssc.org.uk](http://www.fssc.org.uk)

**Llywodraeth Cynulliad Cymru Welsh Assembly Government**

<http://new.wales.gov.uk/?lang=en>

**Department of Employment and Learning Northern Ireland**

<http://www.delni.gov.uk>

**Documentation**

All qualification documentation for these qualifications is free to download from our website:

**[www.cityandguilds.com](http://www.cityandguilds.com)** search under 8989.

**What's the next step?**

Simply contact your nearest City & Guilds office who will guide you through the approval process if required. Details of your nearest City & Guilds office can be found on

**[cityandguilds.com/regionsandnations](http://www.cityandguilds.com/regionsandnations)**

or contact our Customer Relations team:

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