

Level 1/2/3 Award in Computerised Accounts (8989)

Frequently asked questions

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1 General Questions

Who is this qualification for?

At Level 1 the qualification is aimed at a learner seeking a first qualification in the practical use of computerised accounts. Potential candidates should have an adequate understanding of the terms used in basic book-keeping.

At Level 2 the qualification is aimed at a learner seeking certification of a broad experience in using computerised accounts software and to widen their competence. It is also aimed at those who want to enter employment in a computerised accounts environment.

At Level 3 the qualification is aimed at candidates who are competent users of accounting software and who are seeking to develop skills required by today's businesses for the preparation and monitoring of financial data.

What level is this qualification available at?

This qualification is available at levels 1, 2 and 3.

What are the Guided Learning Hours (GLH) for this qualification?

Levels 1 and 2 are 30 GLH and level 3 is 60 GLH

What is the QCA reference number?

Level 1	500/4293/2
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Level 2	500/4292/0
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Level 3	500/4279/8
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What progression to other qualifications is available?

The qualifications provide knowledge related to the City & Guilds Level 2 and 3 NVQ in Accounting

On completion of these qualifications candidates may progress to the following City & Guilds qualifications:

City & Guilds Level 1-3 Award in Business Finance
City & Guilds Level 1-3 Award Book-keeping and Accounts
City & Guilds Level 2 and 3 NVQ in Accounting
Apprenticeship/Advanced Apprenticeship in Accounting

2 Examination Queries

Can we order the new question papers before 1st October?

You can order each year's new papers from the 1st September for examinations to be sat from the 1st October.

Will this qualification be funded?

The qualification will be fundable. However, you will need to contact your LSC to find out if you can receive funding.

How many sample papers will be available?

There will be one sample paper available on the website for each level plus an additional question paper and marking scheme available at each level in the Examination Support Guide. The guide will be available from the City & Guilds website. New sample papers will be published regularly and will be available on the website.

Can calculator be used during the examination?

Yes non-programmable calculators may be used during the exam.

Can candidates make notes during the preparation time?

Note making is allowed during the preparation time. Candidates are recommended to use the five minutes to plan their time for answering the tasks. No keyboard or computer operation is permitted during this time though.

How many errors are students permitted before their work is classed as a fail?

Please see page 7 of the Examination Support Guide for the assessment criteria.

If I make a typing error once but it appears on several printouts will it be counted each time?

Examiners will only mark the error as incorrect once. Follow through errors will not be penalised.

Does a missing cheque reference count as a fail?

No this would not count as a fail. A missing cheque reference would be counted as one error (this applies to all levels).

On the sample paper for Level 2, I have noticed that on the customer and supplier invoices the tax is not always 20%. Why is this?

The tax calculated on the sample paper is correct. A few of the companies on the sample paper are subject to discount. In this circumstance the rules for calculating tax are different. The tax must be calculated on the discounted net amount.

In these exams, are candidates expected to correctly categorise transactions as either T0, T2 or T9?

Since the examinations refer to generic "tax" rather than VAT, where a transaction involves no tax, candidates will not be expected to differentiate between "zero rate", "exempt" or "outside the scope". Sage users may use T0, T2 or T9 to process a transaction.

What is the standard rate of tax or VAT rate?

VAT will no longer be used. Instead, the phrase the 'standard rate of tax' will be used for all current and new examination papers. This rate will stay at 20%. This will enable easier compatibility for UK and International candidates.

At Level 1 will candidates be processing both full and part payments?

Yes when processing payments and receipt candidates may be asked to process part payments (payments on account) and full payments.

Is printing time included in the examination time limit?

No, printing the required printouts should take place after the exam's allotted time limit. It is the responsibility of the centre to organise how candidates print their work.

What software can be used?

Centres may use any computerised accounting software, including, but not exclusive to, SAGE, UBS etc. Centres must not that Microsoft Excel is not a legitimate computerised accounts software package and is not valid for teaching or assessing 8989 Computerised Accounts.

At the moment City & Guilds provides SAGE files (for its exams and sample papers) for versions 9, 12 and 14. These are compatible with all current SAGE versions up to version 18. However please note that SAGE version 18 will not open a version 9 file.

How should the printouts be organised?

The printouts should **not** be stapled together. They should be put in task order number and then inserted into the question paper. This must then be given to/collected by the Invigilator.

What is the role of the Specialist Tutor?

The Specialist Tutor should check that the data on the CD matches the hard copy supplied. A printed copy of all the data uploaded, before the exam takes place, must be printed off and submitted along with the work to be marked. Specific details about this are on the front page of the Specialist Tutor's Instructions paper.

What do I do with an Invigilation Certificate after an exam?

Centres should include all Invigilation Certificates (IC) along with the exam scripts when returning this to City & Guilds. Centres may make a photocopy of the IC for their own records.