

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.

These qualifications replace the current Level 1 and 2 Certificates in Book-keeping and Accounts (**8953**) and are available for centres to run from **1 September 2008**.

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

Job roles

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

Qualification Structure

Level 1 Award in Book-keeping and Accounts

Areas covered at Level 1 include the completion of financial documents such as invoices and credit notes, the recording of cash and credit transactions in books of original entry, preparing bank reconciliation, understanding the petty cash imprest systems and trial balances.

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.

Centre benefits

- ✓ Single unit qualification
- ✓ Tested on demand
- ✓ One off fee

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.

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

QCA – national database of accredited qualifications

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

Financial Services Skills Council

www.fssc.org.uk

Learning and Skills Council (includes funding info)

www.lsc.gov.uk

Learning Aims Database (includes funding info)

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

Train 2 Gain (includes funding info)

www.traintogain.gov.uk

Management Standards Centre

www.management-standards.org

Department of Employment and Learning Northern Ireland

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

Llywodraeth Cynulliad Cymru Welsh Assembly Government

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

Documentation

All qualification documentation is available to download from our website :

www.cityandguilds.com/uk/centres/businesssupportskills

What's the next step?

Simply contact your nearest City & Guilds office they will guide you through the approval process details of your nearest City & Guilds office can be found on our website:

www.cityandguilds.com/regionsandnations, or contact the Customer Relations team:

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