

**Level:** 1

**Credit value:** 3

**Unit aims**

The aims of the qualification are to test the learner's ability to undertake basic book-keeping practices and to process source documents that underpin accurate record keeping.

**Learning outcomes**

There are **five** learning outcomes to this unit. The learner will be able to:

- know how to complete financial documents
- record cash and credit transactions in books of original entry
- prepare bank reconciliation
- understand the petty cash imprest system
- extract a trial balance from ledger accounts

**Guided learning hours**

It is recommended that **30** hours should be allocated for this unit. This may be on a full-time or part-time basis.

**Details of the relationship between the unit and relevant national occupational standards (if appropriate)**

This unit is linked to the Level 2 NVQ in Accounting.

**Endorsement of the unit by a sector or other appropriate body (if required)**

This unit is endorsed by the Financial Services Skills Council (FSSC).

**Key Skills**

This unit contributes towards the Key Skills in the following areas:

- Communication
- Application of Number

**Assessment and grading**

This unit will be assessed by a one hour thirty minute question paper, which will be externally marked.

The examination paper will take the format of a number of practical tasks. All areas of the syllabus will be tested on every paper and questions will follow a standard format, although details will vary on each paper.