

Level: 2

Credit value: 4

Unit aims

The aims of the qualification are to test the learner's ability to develop introductory book-keeping practices and processes developed in introductory studies. The learner will also undertake activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet.

Learning outcomes

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

- prepare ledger accounts
- prepare control accounts
- correct errors in business accounts
- differentiate between capital and revenue expenditure
- record depreciation
- make year end adjustments in business accounts
- prepare and complete a trial balance

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 and 3 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 two hour question paper, which will be externally marked.

The examination paper consists of a number of practical tasks, all of which should be attempted by the learner but the order in which they are undertaken will not be specified. All aspects of the syllabus will be tested on every paper and questions will follow a standard format, although details will vary on each paper.