



International association of bookkeepers

IAB LEVEL 3 DIPLOMA IN ACCOUNTING AND ADVANCED BOOK-KEEPING (VRQ)

(Qualification Accreditation Number 500/3022/x – accreditation review date 31st December 2017)

QUALIFICATION SPECIFICATION

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1 INTRODUCTION

The overall aim of this qualification is to accredit candidates' knowledge and understanding of the fundamental principles concerned in the valuation of the assets of the business, the elimination of errors and the preparing of complex Financial Statements following the calculation of the necessary accounting adjustments. Within the qualification, candidates have the opportunity to gain knowledge of the processes necessary to prepare a Fixed Asset Register and complete the necessary calculations associated with Fixed Assets. Candidates will also be able to develop the skills necessary to prepare for the correction of errors using a Suspense Account, and calculations relating to Stock, prepayments, accruals and bad debts. Finally the candidate will be able to prepare financial statements for a variety of business organisations, including a sole trader and a partnership.

The qualification requires candidates to understand the use of the Journal and the preparation of the Trading Account, Profit and Loss Account and Balance Sheet, which form the Financial Statements. Various scenarios are covered including the preparation of financial statements for non profit making organisations and from a set of incomplete records. Accuracy, integrity and security of data should always be uppermost in the candidates mind.

Candidates may use this qualification as the basis of further study of manual systems at Level 4 of the National Occupational Standards, and use it as underpinning knowledge for the study of the IAB Level 3 Diploma in Computerised Accounting.

To be awarded the qualification, candidates are required to successfully demonstrate their competence by means of two external examinations. It will also provide progression to the NVQs in Accounting at Levels 3 and 4. Candidates will receive acknowledgement of successful completion of the qualification.

2 AIMS

In summary, the qualification aims to enable candidates to:

- 1 Assess their competence and understanding in carrying out a range of day-to-day accounting and advanced book-keeping routines and activities using a manual book-keeping system. The activities will include routine book-keeping and accounting tasks, including the production of complex financial statements for a Sole Trader or Partnership from both complete and incomplete records.
- 2 To assess their understanding of the importance of maintaining accuracy, security and integrity in performing any book-keeping tasks using a manual accounting system.
- 3 Upon completion, progress in their learning to further develop their knowledge, understanding and skills by:
 - Further studies of accounting routines and procedures at this Level (Level 3) and Level 4 of the National Occupational Standards.
 - Progression to the IAB Level 3 Diploma in Computerised Accounting.

3 TARGET GROUP

The IAB Book-keeping qualifications are specifically designed to appeal to those who are aspiring to become, or who are already, professional book-keepers or accounts administrators.

This Level 3 qualification is primarily designed for the following candidates:

- 1 Those who already have some book-keeping experience and who wish to acquire further skills and knowledge required of Book-keepers, Accounts Clerks and Administrators.
- 2 Those candidates who already hold the IAB Level 1 and Level 2 Certificates in Book-keeping (VRQ) or the IAB Level 2 Certificate in Computerised Book-keeping.
- 3 Those who are already employed in Book-keeping or allied roles and who wish to enhance their firm foundation and the knowledge and skills to perform some advanced routine and non-routine tasks.
- 4 Those preparing for or undertaking an NVQ in Accounting at Level 3 who wish to underpin this with a thorough grounding in the fundamental technical knowledge, understanding and skills associated with producing and processing a payroll at that level.
- 5 Those who may wish to continue to a higher level of study in Book-keeping and Accounting and related subjects and qualifications.

4 STATEMENT OF LEVEL

This qualification has been designed to assess the knowledge and skills of manual Book-keeping at Level 3 of the National Qualifications Framework with some Learning Outcomes being at Level 2 and Level 4.

5 ENTRY REQUIREMENTS

It is recommended that before commencing a course leading to the IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ) the prospective student has already achieved the IAB Level 2 Certificate in Book-keeping (VRQ). Alternatively, they should have comparable prior knowledge and skills acquired through paid or voluntary work experience.

The candidate does not need to provide evidence of a qualification at Level 2 to the IAB to enable entry for the examination but the Centre/tutor will be required to confirm, through signature on the examination entry form, that they consider that the candidate has either an IAB Level 2 Certificate in Book-keeping (VRQ) or a qualification recognised as equivalent by the IAB or acquired the relevant prior knowledge and skills necessary.

Candidates who are studying independently (ie *not* undertaking a course of study through an IAB accredited centre either by attendance or distance learning), will be required to confirm by their own signature on the examination entry form that either they have an IAB Level 2 Certificate in Book-keeping (VRQ), a qualification recognised as equivalent by the IAB or acquired the relevant prior knowledge and skills necessary.

As the examination tests the application of knowledge, understanding and skills and not simply the recall of facts and figures, candidates will be expected to demonstrate an understanding of the subject area and to apply this knowledge in the examination.

Information regarding equivalent qualifications can be found via the IAB web-site (www.iab.org.uk) or by contacting the IAB directly.

6 PROGRESSION

The qualification has been designed to provide the essential knowledge, understanding and skills required to complement and enable candidates to progress to other related qualifications at Level 3 and Level 4 of the National Qualifications Framework.

The qualification will provide a basis for progression to the study of the IAB Level 3 Diploma in Computerised Accounting and the IAB Level 4 Diploma in Accounting to International Standards. It will also provide some coverage of Units 4, 6 and 15 of the National Occupational Standards which gives additional coverage of NVQ in Accounting at Levels 2, 3 and 4.

It will also provide progression to A/AS levels in Accounting and related units in the Advanced Vocational Certificate of Education (AVCE) qualifications.

7 THE STRUCTURE OF THE QUALIFICATION

The Level 3 qualification is a single unit qualification examined by means of 2 x 2 hour examinations. It contains the manual aspects of the syllabus and comprises fourteen mandatory Learning Outcomes with associated Assessment Criteria. It should be noted that the qualification only contains work in a manual environment.

Teachers/trainers may find it necessary to address the Learning Outcomes in a different order initially. Teachers and trainers should ensure that learning programmes are designed to meet the needs of individual candidates. They should also ensure that learning programmes take account of the need for candidates' to continue to be fully competent in the knowledge and skills gained during this initial study of manual book-keeping.

It is considered that each Unit has a 'notional' estimate of 90 Guided Learning Hours (GLH) or 180 hours of Notional Learning Time (NLT). It is 'notional' because the actual GLH, or NLT, of course must take into account the specific needs of the individual candidates for the qualification. For example, candidates who are relatively new to working with numbers may need significantly more GLH/NLT as opposed to those with substantial experience who may need less. Teachers/trainers should use their professional judgement in assessing the needs of candidates and deciding the GLH/NLT to be provided.

8 ASSESSMENT AND GRADING

All Learning Outcomes will be assessed through two, externally set and marked, two hour examinations each consisting of a series of four hand-written questions. The examinations will build on the candidates' book-keeping and accounting knowledge and will assess the candidate's ability in relation to the Learning Outcomes. Candidates will be required to carry out the tasks accurately and in keeping with current accounting concepts and practice. Faults will be incurred where candidates make errors in numeracy, spelling or failing to follow required procedures.

In order to achieve a Pass, candidates will be required to complete the assessment tasks without exceeding the permitted error tolerance. Candidates will be required to pass both examinations before successfully completing the qualification.

To achieve the qualification, candidates must obtain at least 55%. Such candidates are categorised into four grades, namely: *Distinction with Commendation*; *Distinction*; *Credit*, and *Pass*. Candidates obtaining less than 55% are categorised into: *Marginal Fail* and *Fail*.

PASS AND FAIL MARKS/PERCENTAGES

A*	DISTINCTION WITH COMMENDATION	95% and above
A	DISTINCTION	85 – 94.99%
B	CREDIT	70 – 84.99%
C	PASS	55 – 69.99%
M	MARGINAL FAIL	50 – 54.99%
F	FAIL	Below 50%

Candidates may sit the Examination on either the specific dates set and published by the IAB or on dates set by Centres on an 'On-demand' basis. Centres are advised to consult the IAB Centre Handbook on the IAB website (www.iab.org.uk) or contact the IAB for details of how to arrange an 'On-demand' examination. All necessary security of candidate data and information will be undertaken by the IAB.

9 CERTIFICATION

All candidates who achieve a Pass grade will receive a formal Results Letter and on successful completion of both examinations at the same sitting, the candidate may apply for the IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ).

10 NVQ IN ACCOUNTING LEVELS 3 AND 4 SIGN-POSTING

A sign-posting map is provided at the end of the Unit Specification, demonstrating the links between this qualification and the knowledge and understanding requirements of the NVQ in Accounting at Levels 3 and 4.

11 KEY SKILLS LINKS

During their study towards the qualification, candidates may have opportunities to develop the knowledge and skills necessary to produce some of the evidence required for the Level 3 for the following Key Skills:

- Communication
- Working with Others
- Application of Number
- Information Communication Technology
- Improving Own Learning and Performance
- Problem Solving

12 SPIRITUAL, MORAL, ETHICAL, SOCIAL AND CULTURAL VALUES

Tutors preparing candidates would have opportunities to introduce relevant ethical, social and moral values throughout a course leading to this qualification. Of specific relevance would be matters of honesty and integrity, probity and confidentiality of information. In addition, the IAB Framework for Regulation and Code of Best Practice (provided at Appendix 4) also underpin all Learning Outcomes of the qualification.

13 HEALTH AND SAFETY ISSUES, ENVIRONMENTAL ISSUES AND EUROPEAN DEVELOPMENTS

There is no specific coverage of these issues within the qualification.

14 REASONABLE ADJUSTMENTS FOR CANDIDATES WITH PARTICULAR REQUIREMENTS

The IAB and IAB Accredited Centres are required to ensure that candidates with particular assessment needs are not disadvantaged and that appropriate arrangements are made to meet their assessment needs. The procedure to make an application for arrangements to meet a candidate's specific needs is detailed in the IAB Centre Handbook.

15 ENQUIRIES AND APPEALS

The IAB and IAB Accredited Centres are required to process all enquiries and appeals in accordance with the IAB established procedures.

16 UNIT SPECIFICATION INCLUDING NVQ LEVEL 3 IN ACCOUNTING SIGN-POSTING

See pages 7 - 14

IAB LEVEL 3 DIPLOMA IN ACCOUNTING AND ADVANCED BOOK-KEEPING (VRQ)

SINGLE UNIT TITLE: (IAB Code B3) Record Adjustments and prepare financial statements

GLH: 90 hours

ASSESSMENT TIME: 2 x 2 hours

Aim

Upon the completion of study for this qualification, it is intended that the candidate will be able to:

- Use a Suspense Account and eliminate book-keeping errors
- Understand the form and function of the Trading Account, Profit and Loss Account and Balance Sheet
- Understand and apply accounting concepts and accounting policies
- Categorise items of income and expenditure
- Maintain records and make accounting adjustments relating to stock
- Maintain records and make accounting adjustments for prepayments and accruals
- Maintain records and account for the depreciation and disposal of tangible fixed assets
- Maintain records and account for bad and doubtful debts
- Prepare financial statements for a sole trader
- Prepare and extended Trial Balance for a sole trader
- Prepare financial statements for a sole trader from incomplete records
- Prepare financial statements for a 'Not for Profit' organisation
- Maintain records and prepare financial statements for a partnership
- Account for changes in the composition of a partnership

Prior Knowledge and Skills Requirements

Before starting a course of study or training leading to the assessment for this qualification, it is assumed and is advisable that the candidate has already acquired the knowledge and skills as specified in the IAB Level 2 Certificate in Book-keeping or any other compatible qualification.

Learning Outcome	Assessment Criteria
1 Use a suspense account and eliminate book-keeping errors	<p>Understand the purpose of a Suspense Account and how it is used as a holding account or as a temporary measure to correct an imbalance within a double entry book-keeping system.</p> <p>Be able to:</p> <ul style="list-style-type: none">• Prepare a Trial Balance from a list of balances entering any imbalance as a Suspense Account balance• Post a balance introduced to 'correct' an imbalance in the books to a Suspense Account.• Prepare the Journal entries necessary to correct book-keeping errors• Eliminate a Suspense Account balance following the correction of errors.
2 Understand the form and function of the Trading Account, Profit and Loss Account and Balance Sheet	<p>Understand the form and function of the Trading Account, Profit and Loss Account and the Balance Sheet</p> <p>Be able to:</p> <p>Recognise the Trading Account as being an account used to calculate the Gross Profit of a trading organisation.</p>

Learning Outcomes	Assessment Criteria
<p>2 Understand the form and function of the Trading Account, Profit and Loss Account and Balance Sheet (continued)</p>	<ul style="list-style-type: none"> • Recognise the Profit and Loss Account as being an account used to calculate the Net Profit of a trading organisation or service provider. • Recognise the Balance Sheet as being a statement of the assets, capital and liabilities of a business entity.
<p>3 Understand and apply the accounting concepts and accounting policies</p>	<p>Understand the need for a business entity to adopt and apply appropriate accounting policies</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Explain the meaning of the term 'true and fair' in the context of preparing financial statements. <p>Understand how accounting concepts have been developed as a set of rules and guidelines.</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Recognise and apply the accounting concepts that form the bedrock of accounting policies. <ul style="list-style-type: none"> • Going Concern • Accruals (Matching) • Recognise and apply the accounting concepts regarded as being desirable in formulating accounting policies. <ul style="list-style-type: none"> • Prudence • Consistency • Recognise and apply other accounting concepts: <ul style="list-style-type: none"> • Materiality • Objectivity • Realisation
<p>4 Categorise items of income and expenditure</p>	<p>Understand the terms 'Capital Income', 'Revenue Income', 'Capital Expenditure', 'Revenue Expenditure'</p> <p>Be able to define the terms 'Capital Income', 'Revenue Income', 'Capital Expenditure', 'Revenue Expenditure'</p> <p>Understand the need to categorise items of income expenditure as the basis of recording transactions and preparing financial statements.</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify items of capital and revenue income and expenditure • Apply the concept of materiality in categorising capital expenditure • Categorise items of income and expenditure for the purpose of preparing financial statements • Appreciate the effects of confusing capital and revenue expenditure

Learning Outcomes	Assessment Criteria
<p>5 Maintain records and make accounting adjustments relating to Stock.</p>	<p>Understand the need to maintain records and make adjustments to account for stock</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Apply the accruals (matching) concept and use a closing stock valuation in the preparation of financial statements • Apply the prudence concept and value stock at the lower of cost or net realisable value • Prepare the Journal entry to account for closing stock • Amend a stock valuation given practical problems commonly associated with stock valuation
<p>6 Maintain Records and Make Accounting Adjustments for Prepayments and Accruals</p>	<p>Understand the principle of accounting for prepayments and accruals, maintain relevant records and make prepayment and accruals adjustments</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Explain the relevance of the accruals (matching) concept in the context of adjustments for prepayments and accruals • Calculate prepayment and accruals adjustments • Prepare the Journal entries to account for prepayment and accruals adjustments • Record prepayment and accruals adjustments in the relevant income or expense account in the ledger • Maintain dedicated Prepayment and Accruals Accounts in the ledger • Prepare the Journal entry to transfer items of income earned and expense incurred in an accounting period to the Profit and Loss Account • Record income earned and expenses incurred on the Profit and Loss Account • Record prepayments and accruals on the Balance Sheet • Prepare the Journal entries to reverse Prepayment and Accruals Account balances following the preparation of year end financial statements and post the reversed balances to appropriate income and expense accounts in the ledger
<p>7 Maintain Records and Account for the Depreciation and Disposal of Tangible Fixed Assets</p>	<p>Understand the principle of depreciating tangible fixed assets, maintain appropriate records and account for the depreciation and disposal of fixed assets</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Explain the term 'tangible fixed assets' and give examples of fixed assets falling within this category

Learning Outcomes	Assessment Criteria
<p>7 Maintain Records and Account for the Depreciation and Disposal of Tangible Fixed Assets (continued)</p>	<ul style="list-style-type: none"> Record the capitalised cost of a tangible fixed asset in the ledger and fixed asset register Explain how the principle of making a provision for depreciation is affected by the concepts of going concern, accruals (matching), prudence and consistency Calculate depreciation using the straight line or diminishing balance methods, applied on full year or month-for-month basis Prepare the Journal entry to account for depreciation Record depreciation in the ledger (using a dedicated Depreciation Expense Account), and the fixed asset register Prepare the Journal entry to transfer the balance on the Depreciation Expense Account to the Profit and Loss Account Record the depreciation expense on the Profit and Loss Account Prepare the Journal entries to account for the disposal of a tangible fixed asset Record the disposal of a tangible fixed asset in appropriate ledger accounts, and in the fixed asset register Calculate the profit or loss on disposal of a tangible fixed asset Prepare the Journal entry to account for profit or loss on a tangible fixed asset, enter this in the Disposals Account and on the Profit and Loss Account Record the Cost, accumulated depreciation and net book value of a tangible fixed asset on the Balance Sheet Reconcile fixed asset details per the fixed asset register to ledger account details Reconcile book fixed assets per the fixed asset register to physical fixed assets
<p>8 Maintain Records and Account for Bad and Doubtful Debts</p>	<p>Understand the principle of writing off bad debts and making a provision for doubtful debts adjustment, maintain appropriate records and account for bad and doubtful debts.</p> <p>Be able to:</p> <ul style="list-style-type: none"> Account for bad debts: <ul style="list-style-type: none"> Prepare a Journal entry to account for a bad debt write off Process a bad debt write off using a Bad Debts Account in the main books Explain the purpose of a provision for doubtful debts adjustment Explain how the provision for doubtful debts adjustment is affected by the concepts of accruals (matching) and prudence.

Learning Outcomes	Assessment Criteria
<p>8 Maintain Records and Account for Bad and Doubtful Debts (continued)</p>	<ul style="list-style-type: none"> • Make a general provision for doubtful debts calculation • Make a specific provision for doubtful debts calculation using an Aged Debtor schedule • Calculate an increase or decrease in a provision for doubtful debts • Prepare the Journal entry to account for the introduction of a provision for doubtful debts or a provision for doubtful debts adjustment • Record the provision for doubtful debts adjustment in the ledger using a dedicated Provision for Doubtful Debts account. • Record the provision for doubtful debts adjustment on the Profit and Loss Account • Use the accumulated provision for doubtful debts balance in the preparation of the Balance Sheet. •
<p>9 Prepare financial statement for a sole trader</p>	<p>Understand the legal requirement to prepare year end accounts and recognise the value of financial statements to the 'trader'.</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Apply accounting adjustments in the preparation of financial statements. • Prepare the following financial statements, in vertical format, for a sole trader from either a Trial Balance or list of balances extracted from the Books: <ul style="list-style-type: none"> • Trading Account • Profit and Loss Account • Balance Sheet
<p>10 Prepare an Extended Trial Balance for a sole trader</p>	<p>Understand the form and function of an Extended Trial Balance.</p> <p>Understand the need to prepare an Extended Trial Balance</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Enter a list of ledger account balances, extracted from the Books of a sole trader, on to an Extended Trial Balance • Use an adjustments column to account for: <ul style="list-style-type: none"> • Closing Stocks • Prepayments and accruals • Depreciation • Bad and doubtful debts • Extend balances to Profit and Loss and Balance Sheet columns • Calculate Net Profit or Loss and total the Extended Trial Balance

Learning Outcomes	Assessment Criteria
<p>11 Prepare financial statements for a sole trader from incomplete records</p>	<p>Understand the principles of single entry book-keeping.</p> <p>Be able to prepare financial statements from incomplete record provided by a sole trader:</p> <ul style="list-style-type: none"> • Calculate the capital contributions of the proprietor given incomplete data • Recognise items of capital and revenue income and expenditure from given receipts and payments information. • Calculate sales, purchase, expenses and proprietor drawings from incomplete date • Apply accounting adjustments <p>Be able to recognise the importance of supplementary worksheets to support accounts and financial statements prepared from incomplete records.</p>
<p>12 Prepare financial statements for a 'Not for Profit' organisation</p>	<p>Understand the accounting structure, records and terminology developed to account for the activities of a 'Not for profit' organisation.</p> <p>Be able to demonstrate a knowledge of the accounting terms specific to accounting for a 'Not for Profit' organisation</p> <p>Be able to prepare the financial records on behalf of a 'Not for Profit' organisation:</p> <ul style="list-style-type: none"> • Calculate the Accumulated Fund of members of the organisations given incomplete data • Recognise items of capital and revenue income and expenditure given receipts and payments records. • Prepare a Subscriptions Receivable Account • Prepare the following financial statements for a 'Not for Profit' organisations applying appropriate accounting adjustments: <ul style="list-style-type: none"> • Trading Account • Income and Expenditure Account • Balance Sheet <p>Be able to recognise the importance of supplementary worksheets to support accounts and financial statements prepared from incomplete records in relation to a 'Not for Profit' organisation.</p>
<p>13 Maintain records and prepare financial statements for a partnership</p>	<p>Understand the principles of partnership accounts</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Define the term 'partnership' and demonstrate an awareness of limited partnerships • Explain the advantages a partnership may have over a sole trader type organisation

Learning Outcomes	Assessment Criteria
	<ul style="list-style-type: none"> • Demonstrate knowledge of the main requirements of the Partnership Act 1890 in respect of partners' entitlements and profit share • Explain the characteristics relating to a limited partnership in terms of the liability of a limited partner for debts of the partnership, and their exclusion from management activities. • Appreciate that a Partnership Agreement may be recommended as a suitable alternative to the Partnership Act 1890 <p>Understand the at least one partner within a limited partnership must have unlimited liability.</p> <p>Understand the need to maintain records for a partnership</p> <p>Be able to</p> <ul style="list-style-type: none"> • Demonstrate knowledge of the main financial aspects of a typical Partnership Agreement, including ways in which partners can be rewarded for their efforts when sharing profits. • Demonstrate a knowledge of the specific accounts kept on behalf of a partnership, i.e <ul style="list-style-type: none"> • Fixed Capital Accounts • Current Accounts • The Profit and Loss Appropriation Account • Prepare the Current Accounts and Profit and Loss Appropriation Account of a partnership applying either the requirements of the Partnership Act 1890 or a Partnership Agreement • Prepare financial statements on behalf of a partnership making appropriate accounting adjustments
14 Account for changes in the composition of a partnership	<p>Understand the process of accounting for the revision of a Partnership Agreement or a change in the composition of a partnership.</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Define the term 'Goodwill' and explain the principle of account for Goodwill • Account for Goodwill where: <ul style="list-style-type: none"> • There is a change in the profit sharing ratios of the partners. • A new partner is admitted to the partnership • A partner leaves the partnership • Account for the revaluation of assets where: <ul style="list-style-type: none"> • There is a change in the profit sharing ratios of the partners. • A new partner is admitted to the partnership • A partner leaves the partnership • Maintain the financial records and prepare financial statements to account for a change in the profit sharing ratio or where a partners joins or leaves a partnership.

UNIT ASSESSMENT

Candidates may sit the Examination of this Unit on either the specific dates set and published by the IAB or on dates set by Centres on an 'On-demand' basis. Centres are advised to consult the IAB Centre Handbook on the IAB website (www.iab.org.uk) or contact the IAB for details of how to arrange an 'On-demand' examination. All necessary security of data and information will be undertaken.

NVQ IN ACCOUNTING LEVEL 2 SIGN-POSTING

IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ)

Single Unit (IAB Unit Code B3) – Record adjustments and prepare financial statements

Learning Outcomes of the IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ)

Related to the following Elements of the NVQ in Accounting - Level 2

3.1	Use a suspense account and eliminate book-keeping errors	1.1, 1.2 2.1, 2.2 3.1, 3.2, 3.3 4.1, 4.2, 4.3
3.2	Understand the forma and function of the Trading Account, Profit and Loss Account, and Balance Sheet	3.2, 3.3
3.3	Understand and apply Accounting Concepts and Accounting Policies	
3.4	Categorise items of Income and Expenditure	4.1, 4.2, 4.3
3.5	Maintain records and make accounting adjustments relating to stock	
3.6	Maintain records and make accounting adjustments for prepayments and accruals.	
3.7	Maintain records and account for the depreciation and disposal of tangible fixed assets.	
3.8	Maintain records and account for bad debts and doubtful debts	
3.9	Prepare financial statements for a sole trader	
3.10	Prepare an Extended Trial Balance for a sole trader	
3.11	Prepare financial statements for a sole trader from incomplete records	
3.12	Prepare financial statements for a 'Not for Profit' organisation	

- 3.13 Maintain records and prepare financial statements for a partnership
- 3.14 Account for changes in the composition of a partnership

NVQ IN ACCOUNTING LEVEL 3 SIGN-POSTING

IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ)

Single Unit (IAB Unit Code B3) – Record adjustments and prepare financial statements

Learning Outcomes of the IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ)	Related to the following Elements of the NVQ in Accounting - Level 3
3.1 Use a suspense account and eliminate book-keeping errors	5.2
3.2 Understand the form and function of the Trading Account, Profit and Loss Account, and Balance Sheet	5.2, 5.3
3.4 Understand and apply Accounting Concepts and Accounting Policies	5.1, 5.2, 5.3
3.4 Categorise items of Income and Expenditure	5.1 6.1, 6.2
3.5 Maintain records and make accounting adjustments relating to stock	5.2, 5.3 6.1
3.6 Maintain records and make accounting adjustments for prepayments and accruals.	5.2, 5.3
3.7 Maintain records and account for the depreciation and disposal of tangible fixed assets.	5.1, 5.2, 5.3
3.8 Maintain records and account for bad debts and doubtful debts	5.2, 5.3
3.9 Prepare financial statements for a sole trader	5.2, 5.3
3.10 Prepare an Extended Trial Balance for a sole trader	5.2
3.11 Prepare financial statements for a sole trader from incomplete records	5.2, 5.3
3.12 Prepare financial statements for a 'Not for Profit' organisation	5.1, 5.2, 5.3

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|------|---|----------|
| 3.13 | Maintain records and prepare financial statements for a partnership | 5.2, 5.3 |
| 3.14 | Account for changes in the composition of a partnership | 5.2, 5.3 |

NVQ IN ACCOUNTING LEVEL 4 SIGN-POSTING

IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ)

Single Unit (IAB Unit Code B3) – Record adjustments and prepare financial statements

Learning Outcomes of the IAB Level 3 Diploma in Accounting and Advanced Book-keeping (VRQ)

Related to the following Elements of the NVQ in Accounting - Level 4

- | | | |
|------|---|------------|
| 3.1 | Use a suspense account and eliminate book-keeping errors | |
| 3.2 | Understand the form and function of the Trading Account, Profit and Loss Account, and Balance Sheet | |
| 3.5 | Understand and apply Accounting Concepts and Accounting Policies | 15.1 |
| 3.4 | Categorise items of Income and Expenditure | 15.1 |
| 3.5 | Maintain records and make accounting adjustments relating to stock | |
| 3.6 | Maintain records and make accounting adjustments for prepayments and accruals. | |
| 3.7 | Maintain records and account for the depreciation and disposal of tangible fixed assets. | |
| 3.15 | Maintain records and account for bad debts and doubtful debts | 15.1, 15.4 |
| 3.16 | Prepare financial statements for a sole trader | |
| 3.17 | Prepare an Extended Trial Balance for a sole trader | |
| 3.18 | Prepare financial statements for a sole trader from incomplete records | |
| 3.19 | Prepare financial statements for a 'Not for Profit' organisation | |

- 3.20 Maintain records and prepare financial statements for a partnership
- 3.21 Account for changes in the composition of a partnership