

Essential Bookkeeping Certificate

Summary

Accredited by the International Association of Bookkeepers (IAB), this is the perfect starter course in this field. It covers all the core elements of bookkeeping, ensuring you have the knowledge you need to keep on top of your finances - whether for your own business or to help find work in this field. You will learn about financial services and payments, how to prepare and check business documents, recording transactions, balances and reconciliations, and VAT.

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| Course Provider | National Extension College (NEC); Woolpack House, 70 High Street, Sawston, CB22 3HJ. 01223400200 pet@nec.ac.uk |
| Qualification Accreditation | Institute of Accountants and Book-keepers (IAB) ; Ofqual 601/9061/9 |
| Academic level | Level 2 |
| PET entry requirements | Level 2 English and Maths |
| Format of course material | Paper-based only. All materials including assignments and textbook are sent at the beginning of the course. This includes a welcome letter and an Introductory Assignment |
| Structure of course | <ol style="list-style-type: none"> 1. Financial services and payment methods 2. Prepare and check business documents 3. Record transactions in a sub-divided bookkeeping system 4. Prepare a trial balance and reconciliations 5. Principles of bookkeeping and VAT |
| Assignments | <p>Nine written assignments out of which Four Live Assessments count towards unit accreditation to obtain the qualification.</p> <p>Feedback is available within 5 working days from submission for marking. Assignment submission and feedback are sent via prison staff.</p> |
| Exam | <p>One invigilated, closed book exam</p> <p>Fees are included when sat inside prison- if a learner is released they will sit their exam in a local centre. Fees will apply.</p> |

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| | Exams can be taken within 1 year from registration with IAB. Results available within 10 weeks of moderation. Resits are possible. Fees will apply |
| Estimated completion time | 120 hours |
| Maximum course duration | The course needs to be completed within 12 months. |
| Prison support requirements | Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost; Help facilitate exam; Contact supplier for more info on assignment submission or exam facilitation. See contact details are above in the 'Course provider' section. |
| Supplier tutor's support | There is supplier tutor support available. Tutors provide feedback on learners' work and answer queries. Assignment submission and feedback are sent via prison staff. See 'Contact provider' section for more details |
| Certificate | Yes. Official Qualification certificate provided by IAB. Fees apply for duplicates |
| Progress | Sage Computerised Accounting for Business Level 1 and 2 To discuss any progression routes, call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm). |