

Sage Computerised Accounting for Business Level 1

Summary

Jointly developed by Sage UK in partnership with Skillsfirst, this accredited qualification could help you become a bookkeeper, or start your own business. Aimed at beginners, the course provides an introduction to Sage computerised accounting software. You will gain the knowledge of how the software works using double entry bookkeeping and explore the responsibilities of working within bookkeeping and the principles of banking procedures.

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| Course Provider | Sage Qualifications 554 Bradgate Road, Newtown Linford, Leicester LE6 0HB 01530 243 426 www.sagequalifications.com |
| Qualification Accreditation | Skillsfirst (RQF) |
| Academic level | Level 1 |
| PET entry requirements | Level 2 English and Maths |
| Format of course material | Software on CD/DVD/Download plus workbooks This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD/Download |
| Structure of course | Four Modules: 1. Using a computerised accounting application 2. Introduction to book-keeping 3. Working within book-keeping 4. Banking procedures |
| Assignments | There are self-assessments throughout the course, which are sent out with the original course pack. Assignments not to be submitted as they are self-assessments. |
| Exam | The qualification is assessed by two End Assessment tests that must be submitted for marking. They are open book, not time limited, and should be invigilated by prison staff. They are not sent with the pack but are available on request. They will be marked and returned within 1 week. The first End Assessment is for the knowledge unit and is multiple-choice and also questions requiring a written response. The second End Assessment is for the skills unit and is a case study assessment using Sage software. Exam fees are included in the course cost. |

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| Estimated completion time | 90 hours |
| Maximum course duration | 12 months but additional time can be considered on request. The software licence is time limited to 6 months. |
| Prison support requirements | Prison staff must ensure access to a PC that can use the Sage software, which the course provider will supply on CD/DVD/Download. Staff should also liaise with the provider if the learner requires tutorial support, and must return the assessments to be marked, by email or post (assessments should be copied in case of loss). |
| Supplier tutor's support | Tutors can respond to learner questions via email facilitated by prison staff. Tutors will also mark and feedback on the formal assessment tests. This is a self-study course and tutor support is often not required. |
| Certificate | Yes |
| Progress | There are range of possible progression options including Sage Computerised Accounting for Business Level 2. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm). |