Sage Computerised Accounting for Business Level 3

Summary
This level 3 qualification will give you the advanced skills required to be the bookkeeper for a small firm or within an accounts department. You will build your understanding of cash flow management, preparing VAT returns, final accounts for sole traders and the principles of partnership accounting.

Course Provider	Sage Qualifications 554 Bradgate Road, Newtown Linford, Leicester LE6 0HB 01530 243 426 | www.sagequalifications.com
Qualification Accreditation	Skillsfirst (RQF)
Academic level	3
PET entry requirements	Level 2 English and Maths and also Sage Computerised Accounting for Business Level 2
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	1. Principles of double entry bookkeeping 2. Principles of accounting for not-for-profit organisations 3. Fundamentals of incomplete records 4. Principles of preparing financial statements for sole traders 5. Fundamentals of bookkeeping and accounting for partnerships 6. Principles of cash management 7. Principles of VAT 8. Cash management 9. Preparing and completing VAT returns 10. Computerised Accounting Software
Assignments	A series of self-assessed tests and a case study, which are sent out with the original course pack. Assessments not to be submitted as self-assessment.
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.
Estimated completion time	370 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 CIMA Accredited Sage Certificate Level 4. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).