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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 15** | **Unit Number: F/502/4401** |
| **QCF Credit Value: 2** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Entering sales orders into an existing system;
* Preparing and printing customer invoices.
 | **Learning Materials Available:**None for this unit  |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- |
| **1 Access, enter and edit accounting information** | 1.1 | Identify the sources and characteristics of accounting data | *Characteristics of accounting data: Unique references; codes; statutory requirements; editing restrictions* |  |
| 1.2 | Enter accounting data accurately into records to meet requirements | *Enter accounting data: Use of data entry form and wizards; add/amend record (sales/purchase order; invoice)* |  |
| 1.3 | Locate and display accounting data records to meet requirements | *Locate and display: Search, sort, filter. Print records* |  |
| 1.4 | Check data records meet needs using IT tools, making corrections as necessary | *Check data: Spell check, format, consistency, accuracy, remove duplication, verify data; edit details; check calculations; check coding* |  |
| 1.5 | Identify the risks to data security and procedures used for data protection | *Security risks and procedures: Access control; authorised use, confidentiality, protection of personal data, password protection and management, user authentication* |  |
| 1.6 | Follow local and/or legal guidelines for the storage and use of data | *Guidelines for the storage and use of data: Set by employer or organisation. Policies relating to security, backup and data protection; guidelines for data format; compliance, audit and reporting requirements File management will vary according to the application* |  |
| **2 Use tools and techniques to process business transactions** | 2.1 | Use appropriate tools and techniques to process transactions | *Process transactions: Types of transactions: Post invoice; receipts; payments, journal entries. Number of items: single items, batches. From: bank statement, cheque book, paying-in book* |  |
| 2.2 | Review the transaction process and identify any errors  |  |  |
| 2.3 | Respond appropriately to any transaction errors and problems | *Transaction errors and problems: Using help; duplication, limits of own responsibility, process for reporting errors and problems* |  |
|  |  |  |  |  |
| **3 Produce accounting documents and summary reports to meet requirements** | 3.1 | Identify what information is required and how to present it |  |  |
| 3.2 | Generate accounting documents as required | *Accounting documents: Will vary according to task, but may include for example: Invoice, sales order, purchase order, statement. To screen, printed, for e-mail* |  |
| 3.3 | Generate management reports as required | *Management reports: Will vary according to task, but may include for example: audit trail, customer activity; day book; aged debtor, aged creditor* |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |