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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 35** | | | **Unit Number: L/502/4403** | |
| **QCF Credit Value: 5** | | | **Learning Outcomes (Number): 4** | |
| **Examples of Context:**   * Editing a report template to create a bespoke report. * Creating a new report template for use by others; * Linking accounts to computerised payroll system. | | | **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 | | |

| **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 | Set up procedures for entry of accounting data accurately into records to meet requirements | *Enter accounting data: Use of data entry form and wizards; add/amend record (customer record, supplier record, stock record; sales/purchase order; invoice, nominal/bank record); upload from file; journal entries; asset register*  *Characteristics of accounting data: Unique references; codes; statutory requirements; editing restrictions* |  |
| 1.2 | Explain how to code new entries |  |  |
| 1.3 | Locate and display accounting data records to meet requirements | *Locate and display: Search, sort, print records, filters* |  |
| 1.4 | Check data records meet needs using IT tools, making corrections as necessary | *Check data: Spell check, format, consistency, remove duplication, verify data; edit details; check calculations; check coding, manage others’ work* |  |
| 1.5 | Explain the risks to data security and procedures used for data protection | *Security risks and procedures: Access control; authorised use, confidentiality, personal data, password protection and management, user authentication* |  |
| 1.6 | Handle data files effectively, in line with local or legal guidelines and conventions for the storage and use of data where available | *Handle data files: File storage, data import and export, restore lost data; identify ineffective backup storage*  *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* |  |
| 1.7 | Interpret and respond appropriately to a range of data and application error messages | *Data entry errors: Due to field size, data type, validation checks; duplicate records; format; using help, error codes, troubleshooting; logging, reporting and dealing with application errors* |  |
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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** |
| --- | --- | --- | --- | --- |
| **2 Process business transactions from source documents** | 2.1 | Select and use appropriate tools and techniques to process transactions | *Process transactions: Single items, batches. Transaction templates. (Types of transactions may include: Post invoice; receipts; payments; foreign currency. From: bank statement, cheque book, paying-in book)* |  |
| 2.2 | Use software tools to monitor accounts | *Monitor accounts: Set flags, set credit limit or other constraints* |  |
| 2.3 | Respond appropriately to any transaction errors and problems | *Transaction errors and problems: Record duplication, reversing transactions, Reported errors and problems* |  |
| 2.4 | Process period and year end routines |  |  |
| **3 Develop and interpret management information reports** | 3.1 | Explain what information is required and how to present it |  |  |
| 3.2 | Generate and interpret management reports as required | *Management reports: Create, amend and save report templates, Reports will vary according to task, but may include for example: Trial balance; customer activity; day book; aged creditor/debtor analysis; sales/purchase day book; profit and loss; balance sheet, VAT or intrastate reporting* |  |
| 3.3 | Customise and format accounting documents and reports according to requirements | *Accounting documents: Will vary according to task, but may include for example: Invoice, sales order, purchase order, statement. To screen, printed, for e-mail*  *Customise and format: Field selection; layout; working with templates, filters, formatting, sorting, calculated fields* |  |
| 3.4 | Import and export data and link to other systems | *Export and link data: Other file formats (eg csv, xls), for export and link to other systems and software* |  |
| **4 Set up a computerised accounting system ready for use** | 4.1 | Install and update accounting software as required |  |  |
| 4.2 | Configure accounting software for use | *Configure software; System defaults (VAT codes, year end etc) Create code system, nominal ledger structure, project costing; online banking* |  |
| 4.3 | Set up package parameters | *Package parameters: VAT and currency rates; reporting levels, access/password control, discount levels, exchange rates* |  |
| 4.4 | Set up initial account balances |  |  |

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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:** |  |