



Qualification Specification

Highfield Level 1 Award in Accounting (RQF)

Qualification Number: 603/1328/6

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Highfield Level 1 Award in Accounting (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

Qualification regulation and support

The Highfield Level 1 Award in Accounting has been developed, and is awarded, by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated Ofqual. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

| | |
|--|-----------------------------|
| Qualification number: | 603/1328/6 |
| Learning aim reference: | 60313286 |
| Credit value: | 8 |
| Assessment method: | Multiple-choice examination |
| Guided learning hours (GLH): | 70 |
| Total qualification time (TQT): | 80 |

Qualification overview and objective

The objective of this qualification is to prepare learners to progress to a qualification in the same subject area but at a higher level. These learners may be employed or unemployed and seeking to further their accountancy skills to support job applications and their career progression.

The qualification will provide learners with an introduction to the roles and responsibilities within accounting along with the knowledge to apply basic mathematics in a financial context. It will also provide learners with an understanding of how to use office equipment to help produce business documents.

Entry requirements

To register for this qualification, learners are required to meet the following entry requirements:

- be 14 years of age or above
- it is advised that learners have a minimum of entry level 3 in mathematics or equivalent

Geographical coverage

This qualification is suitable for delivery in England and Wales.

Centre requirements

To effectively deliver this qualification, centres must have the following resources in place:

- classroom with suitable seating and desks
- high-quality teaching and learning resources

Guidance on delivery

The total qualification time for this qualification is 80 hours and of this 70 hours are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is assessed by a multiple-choice question (MCQ) examination. This method of assessment is an end-of-course exam and must follow Highfield's Examination and Invigilation Procedures. Learners can use a non-programmable calculator during the exam. The examination is available in either on screen or paper-based format.

During the exam, learners are required to choose 1 of the prescribed options to answer set examination questions. The examination for this qualification contains **30 questions** that must be completed within **75 minutes**. Successful learners must demonstrate knowledge and understanding across the qualification syllabus and achieve **a pass mark of 20 out of 30 (66%)**.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing a learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) Policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or have relevant experience], which could include any of the following:
 - Foundation Certificate in Accounting – Level 2
 - Level 3 Diploma in Accounting
 - Advanced Diploma in Accounting – Level 3
 - suitable experience and/or expertise in an accounting role
- Hold [or be working towards] a recognised teaching qualification [or have experience], which could include any of the following:
 - Level 3 Award in Education and Training, or equivalent
 - diploma or certificate in education
 - bachelors or masters degree in education
 - level 3 or 4 NVQ in training and/or development
 - proof of at least 30 hours of teaching experience
- maintain appropriate continued professional development for the subject area

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Level 2 Certificate in Providing Financial Services
 - Level 2 Certificate in Principles of Business and Administration
 - Level 2 NVQ Certificate in Business and Administration
 - Level 2 Diploma in Business Administration
 - Other accounting qualifications
-

Appendix 1: Qualification structure

To complete the Highfield **Level 1 Award in Accounting**, learners must complete the following:

- **all units** contained within the mandatory group

Mandatory group

Learners must achieve **all units** in this group

| Unit reference | Unit title | Level | Credit |
|----------------|-------------------------------|-------|--------|
| K/615/6207 | An introduction to Accounting | 1 | 8 |

Appendix 2: All Units

Unit 1: An introduction to Accounting

Unit number: K/615/6207

Credit: 8

GLH: 70

Level: 1

| Learning Outcomes | Assessment Criteria |
|---|---|
| <i>The learner will</i> | <i>The learner can</i> |
| 1. Apply basic mathematics in a financial context | 1.1 Carry out simple mathematical calculations 1.2 Carry out simple accountancy calculations |
| 2. Understand the language of basic accounting | 2.1 Define the following key terms <ul style="list-style-type: none"> • Assets • Income • Liabilities • Expenditure • Profit • Loss 2.2 Provide examples of the following: <ul style="list-style-type: none"> • Assets • Income • Liabilities • Expenditure • Profit • Loss 2.3 Identify the difference between cash transactions and credit transactions 2.4 Identify the different methods of transferring money |
| 3. Understand the different roles and responsibilities within accounting | 3.1 Identify the accounting needs of different business needs 3.2 Identify the different accounting roles and their responsibilities 3.3 State the ethical and professional behaviour that is expected within the accounting profession 3.4 State why is it important to maintain confidentiality of information |
| 4. Understand how to communicate effectively | 4.1 Identify appropriate methods of communicating financial information 4.2 State the importance of communicating accounting information to clients accurately and clearly |
| 5. Understand the advantages of different IT programmes which support accounting | 5.1 Identify different IT software programmes that are available to support the recording of accounting information and transactions |

| Learning Outcomes | Assessment Criteria |
|--|--|
| <i>The learner will</i> | <i>The learner can</i> |
| | 5.2 Identify the advantages of using an IT software programme to record accounting information and transactions |
| 6. Know how to produce business documents | 6.1 Identify the different methods of recording business transactions 6.2 Identify the different types of accounting documents and their purpose 6.3 Outline the possible consequences of poor information storage |
| 7. Understand how to use office equipment | 7.1 Identify the features and uses of different types of office equipment 7.2 State the importance of following correct procedures within an office environment 7.3 Summarise how work areas should be left after use 7.4 Identify ways to minimise waste in the use of resources |

Additional assessment guidance/requirements

This section of the specification provides further details on any additional assessment guidance/requirements to consistently provide valid, reliable and comparable assessments.

LO1: Apply basic mathematics in a financial context

- Carry out simple mathematical calculations eg.
 - Add and Subtract whole numbers
 - Add and Subtract numbers up to 2 decimal places
 - Divide and multiply whole numbers
 - Divide and multiply numbers up to 2 decimal places
 - Calculate simple percentages eg. 10%, 20%, 25%
 - Calculate averages
- Carry out simple accountancy calculations eg.
 - Gross profit
 - Net profit
 - Loss
 - VAT

LO2: Understand the language of basic accounting

- Define the following key terms:
 - Assets: Something a business owns
 - Income: Money received in exchange for providing goods or services
 - Liabilities: Something a business owes
 - Expenditure: Cost a business pays for goods or services
- Provide examples of the following key terms:
 - Assets: Cash in the bank, cash in hand
 - Liabilities: Bank Loan, Overdraft,
 - Expenditure:

- Identify the difference between cash transactions and credit transactions
 - Cash transactions are immediate
- Identify the different methods of transferring money
 - Bank transfer
 - Direct debits
 - Telephone Banking
 - BACS
 - Standing orders
 - Cheques
 - Cash deposits

LO3: Understand the different roles and responsibilities within accounting

- The accounting needs of different business sectors eg.
 - Public
 - Private
 - Charitable
- The different accounting roles eg.
 - Management accountant
 - Purchase Ledger Clerk
 - Sales Ledger Clerk
 - Credit Controller
 - Accounting Assistant
 - Bookkeeper
 - Payroll Assistant
- Responsibilities of different accounting roles
 - Document financial transactions
 - Preparing accounts
 - Compile reports, budgets and financial statements
 - Check invoices
 - Produce invoices
- The ethical and professional behaviors that are expected within the accounting profession
 - Honesty
 - Integrity
 - Have respect for others
- State why it is important to maintain confidentiality of information
 - Data protection

LO4: Understand how to communicate effectively

- Appropriate methods of communicating financial information eg.
 - Emails
 - Letters
 - Written Reports
- Importance of communicating accounting information to clients accurately and clearly eg.
 - Maintain the reputation of the company
 - Reduce the number of complaints
 - Appropriate use of Body language and Tone of voice
 - Appropriate use of Formal language or Informal language

LO5: Understand the advantages of different IT programmes which support accounting

- The different IT software programmes that are available to support recording of accounting information and transactions
 - Excel
 - Sage

- Quick Books
- The advantages of using an IT software programme to record accounting information and transactions eg
 - Better control of processes
 - Quicker processing times
 - Eliminate cost inefficiencies
 - Better reporting functions

LO6: Know how to produce business documents

- Identify the different methods of recording business transactions
 - Cash receipts daybook
 - Sales daybook
 - Purchase daybook
 - Petty cash book
 - Ledgers (Nominal Ledger)
- Identify the different types of accounting documents and their purpose
 - Balance Sheet
 - Cash Flow Statement
 - Profit and Loss statement
 - Invoices
 - Receipts
- Outline the possible consequences of poor information storage
 - Data protection breach
 - Legal action being taken

LO7: Understand how to use office equipment

- Features and uses of different types of office equipment
 - Computers (Emails, Electronic diaries, Word processing, Internet, Spreadsheets)
 - Printers/Photocopiers (scanning, photocopying, printing)
 - Franking Machines (weighing postal items to find the correct postage cost)
 - Telephones
- The importance of following correct procedures within an office environment eg.
 - Health and Safety practices in the office
 - Fire drills
 - Manufacturer's instructions
- Summarise how work areas should be left after use
 - Keep work areas tidy
 - Store paperwork correctly
- Identify ways to minimise waste in the use of resources
 - Only print essential documents
 - Use both sides of a sheet of paper when printing
 - Print in black and white where possible
 - Switch all equipment off after use (eg. computers, printers)

Appendix 3: Sample Assessment Material

Sample Questions

1. Your company has received invoices for £86.72, £492.21 and £124.56. How much does your company owe in total?

- a) £454.37
- b) £530.05
- c) £720
- d) £703.49

2. Which of the following is a business expense?

- a) Cash sales
- b) Payment by a debtor
- c) Stationery
- d) Rent received

3. Which of the following is **not** a method of transferring money?

- a) Cheque
- b) Order form
- c) Direct debit
- d) Telephone banking