

APPRENTICESHIP IN ACCOUNTING.

Level 2 Certificate in Accounting (QCF).

This qualification consists of 13 mandatory units which total 27 credits.
Learners must achieve all 27 credits in order to gain this qualification.

ID	Mandatory Suite (27 credits required.)	Level	Credit Value
A/600/8739	Banking Procedures.	1	1
Y/600/4925	Basic Principles of Costing.	2	4
L/600/8759	Maintaining and Reconciling the Cash Book.	2	2
K/600/8770	Maintaining Control Accounts.	2	1
R/600/8746	Maintaining Petty Cash Records.	1	1
T/600/8772	Maintaining the Journal.	2	2
J/600/8758	Preparing and Recording Financial Documentation.	2	2
A/600/8756	Principles of Recording and Processing Financial Transactions.	2	2
F/600/8760	Processing Ledger Transactions and Extracting a Trial Balance.	2	2
D/600/4926	Providing Basic Cost and Revenue Information.	2	2
L/600/4923	Work Effectively in Accounting and Finance.	2	2
J/502/4402	Computerised Accounting Software.	2	3
K/600/4962	Professional Ethics in Accounting and Finance.	3	3
Key / Functional skills			
	Maths	1	
	English	2	