

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
	Banking Procedures.	1	1
	Basic Principles of Costing.	2	4
	Maintaining and Reconciling the Cash Book.	2	2
	Maintaining Control Accounts.	2	1
	Maintaining Petty Cash Records.	1	1
	Maintaining the Journal.	2	2
	Preparing and Recording Financial Documentation.	2	2
	Principles of Recording and Processing Financial Transactions.	2	2
	Processing Ledger Transactions and Extracting a Trial Balance.	2	2
	Providing Basic Cost and Revenue Information.	2	2
	Work Effectively in Accounting and Finance.	2	2
	Computerised Accounting Software.	2	3
	Professional Ethics in Accounting and Finance.	3	3
	Key / Functional skills		
	Maths	1	
	English	1	