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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 20** | **Unit Number: J/502/4402** |
| **QCF Credit Value: 3** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Creating and editing customer or supplier records;
* Update budgets, run month end routines;
* Link transactions to internet banking, stock control system or online ordering 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
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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 | Describe the sources and characteristics of accounting data | *Characteristics of accounting data: unique references; codes; statutory requirements; editing restrictions* |  |
| 1.2 | Set up and create new accounting data records accurately to meet requirements | *Enter accounting data: Use of data entry form and wizards; add/amend record (customer record, supplier record, nominal ledger, stock record)* |  |
| 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; file maintenance, check others’ work* |  |
| 1.5 | Respond appropriately to data entry error messages | *Data entry errors: Due to field size, data type, validation checks; duplicate records, format, using help; data that does not fit parameters, alerts, reminders; problems with forms* |  |
| 1.6 | Describe 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* |  |
| 1.7 | Apply 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 Select and use tools and techniques to process business transactions** | 2.1 | Select and use appropriate tools and techniques to enter and process transactions | *Process transactions: Number of items: single items, batches. Create, copy, check, save. Types of transactions may include: Post invoice; receipts; payments, journals, contra entries. From: bank statement, cheque book, paying-in book, e-commerce* |  |
| 2.2 | Review transaction process and identify any errors |  |  |
|  |  |  |  |  |
| **2 Select and use tools and techniques to process business transactions** | 2.3 | Respond appropriately to any transactions errors and problems | *Transaction errors and problems: Duplication, accuracy, limits of own responsibility, process for reporting errors and problems* |  |
| 2.4 | Select and use appropriate tools and techniques to process period end routines | *Period end: Will vary according to task but may include: Month end, post depreciation, budgets, standing orders* |  |
| **3 Produce accounting documents and summary reports to meet requirements** | 3.1 | Describe what information is required and how to present it |  |  |
| 3.2 | Prepare and generate accounting documents | *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 | Prepare and generate management reports as required | *Management reports: Will vary according to task, but may include for example: audit trail, trial balance; customer activity; day book, aged creditor/debtor analysis* |  |
| 3.4 | Import and export data and link to other systems and software | *Export and link data: For mail merge, spreadsheet analysis, requirements for internet banking, stock control system, online ordering system, budget update; Other file formats (eg csv, xls)* |  |

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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:** |  |