ICB Level 2 Certificate in Bookkeeping

The Level 2 Certificate in Bookkeeping is designed for beginners, providing essential knowledge of double-entry bookkeeping. It enables learners to record transactions using digital systems, prepare a trial balance, reconcile ledgers and bank accounts, and identify and correct bookkeeping errors.

Content outline:

- Underpinning Knowledge
- Preparation of Business Documents
- Accounting for VAT
- Entering Transactions
- Reconciliation and Reportin

Assessment

- three online assessments
  - The first and second assessments test the core concepts underpinning the double-entry system across different types of businesses.
  - The third assessment focuses on system setup and data entry using software up to the trial balance stage.

Requirements

candidates must have basic numerical skills and a good understanding of the English language



Total hours: 120

Certificate learning outcomes:

- identify the various methods of payments and receipts to and from a bank account
- Understand the legal differences between the structures of different types of businesses
- Understand the specific accounting requirements for different accounting systems
- Understand the importance of the Chart of Accounts
- Understand the basic principles involved in double entry bookkeeping including the format of the accounting equation
- Understand the purpose and range of business documents
- Understand the need to accurately prepare business documents for goods and services supplied
- Understand the various Rates of VAT
- Understand how to correctly account for VAT in a bookkeeping system
- Understand the purpose of, and make entries into, a bookkeeping system
- Understand the importance of adhering to a code of Professional Ethics
- Understand the basic accounting concepts
- Understand the importance of legislation that applies to bookkeepers
- Understand the importance of IT systems in a modern bookkeeping world
- Understand the specific accounting requirements for different accounting systems
- Understand the specific accounting requirements for different accounting system
- Direct Data Entry
- Understand how to upload and match bank transactions
- Understand the need to correct errors
- Produce relevant reports

Qualification structure

A1 – Basic double entry bookkeeping to trial balance
A2 – Further double entry bookkeeping to trial balance
A3 – Data entry to trial balance using software

Training Methodology

This includes lectures, tutorials and practical's, as well as supervised study in, for example, learning centers and workshops. Exam Tutorial Videos. Working in Groups- Methods of discussion- Cooperative learning style Internal and external training activities- Higher thinking skills. Great career path with a lot of practice questions, lab scenarios and real-life cybersecurity study case.

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