

Accounting NVQs

Who Are Accounting NVQs For?

Accounting NVQs are aimed at staff involved in the processing of cash, credit and payroll transactions.

How Do I Achieve A NVQ?

Like all NVQs, this qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. Candidates plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

How Do I Know What Level Of NVQ Is Best For Me?

Who Should Do Level 2?

The level 2 qualification is intended for individuals who work at a level of some responsibility and whose role involves such activities as recording income and receipts, preparing ledger balances and working with information technology.

Who Should Do Level 3?

The level 3 qualification is intended for individuals who work with a high level of responsibility and whose role involves such activities as preparing reports and returns, maintaining financial records, preparing accounts and monitoring health and safety.

What Units Do I Have To Complete?

Level 2

In Order To Achieve A Full Level 2 Qualification, Candidates Must Complete 7 Units Of Competence

- Unit 1 Recording income and receipts
- Unit 2 Making and recording payments
- Unit 3 Preparing ledger balances and an initial trial balance
- Unit 4 Supplying information for management control
- Unit 20 Working with information technology
- Unit 22 Monitor and maintain a healthy, safe and secure workplace
- Unit 23 Achieving personal effectiveness

Level 3

In order to achieve a full Level 3 qualification, candidates must complete 5 units of competence

- Unit 4 Maintaining financial records and preparing accounts
- Unit 5 Recording cost information
- Unit 6 Preparing reports and returns
- Unit 20 Using information technology
- Unit 22 Monitor and maintain a healthy, safe and secure workplace

Accounting Modern Apprenticeship

You Must Achieve

Level 2 Accounting (7 units /17 elements)

Or

Higher (A-C) Grade Accountancy

2 Academic Higher (A-C) Grades NC in Business and Finance

HNC in Business and Finance HND in Business and Finance

Plus

Level 3 Accounting (5 units /16 elements)

Total number of elements required for modern apprenticeship is 33.