



# **Student Information Pack**

## About the Course

Whether you're looking to commence or progress your career in book-keeping, run your own small business or have aspirations of becoming a Sage Trainer the unique **IAB Level 2 Qualification in Computerised Accounting for Business** is right for you.

Two internationally acclaimed book-keeping leaders, Sage and The International Association of Book-keepers (IAB) have joined forces to deliver the first ever **QCF accredited** qualification in Computerised Book-keeping using Sage 50.

This is now the only route to achieve a **nationally recognised** Sage 50 qualification and is the **new industry standard qualification** employers are seeking from book-keepers in the UK.

In addition to the qualification, and on successful completion of the course, you could also apply to become an **Associate Member of the IAB** and use "AIAB" after your name.

You will be provided with a 360 day license for Sage 50 Accounts Professional which facilitates greater control over your regular finances easily, effectively and accurately. It provides you with valuable and accurate information about your business ensuring greater financial performance.

Combining book-keeping principles with the necessary and practical skills of Sage 50, this course is designed to make you a **more powerful book-keeper** and set you apart from the 6,000,000 other Sage users.

## Why eLearning?

Studies show that delivering the course online leverages the vast benefits of interactive and multimedia tools to reinforce learning through a multi-sensory approach. With **higher test scores, higher knowledge retention rates** and the ability to **learn up to 50% faster**, it's no surprise that more and more people are turning to eLearning every day.


It has become widely accepted that it is possibly the most valuable and enriching form of education, training and self-development and you can see why looking at the benefits listed on the right:

### Course Highlights

- Provided as an eLearning course
- First Sage 50 nationally recognised QCF accredited Level 2 QUALIFICATION – NOT to be confused with other training certificates
- Qualification from Sage and the IAB
- Become a registered IAB member
- Apply to become an Associate Member of IAB and use "AIAB" after your name
- Support and mentoring from professional tutors
- Online practice tests & exam
- Fully licensed Sage 50 Professional software included (360 days license)
- Exam fees included
- Increased re-skilling, employability and career progression
- Become a qualified book-keeper
- Become a more powerful Sage user
- Ideal for SME's or career path as a bookkeeper or Sage Trainer
- Fast-track to Level 2 option included for complete beginners in Sage
- Stand out from the 6,000,000 Sage users
- Course materials also available in electronic/printed formats

### Benefits of eLearning

- Higher retention rates
- Higher test scores
- Learn up to 50% faster than traditional learning methods
- Relevant, interactive and multimedia resources to suit the subject
- Learn at your own speed
- Accommodates multiple learning styles
- Vital support and mentoring
- Your own online community – engage with fellow students
- Learn anytime and anywhere



*Tell me and I'll forget; Show me and I may remember;  
Involve me and I'll understand.*

*- Benjamin Franklin*

## **What is the Qualification and Credit Framework (QCF)?**

The QCF is the new way of recognising achievement - through the award of credit for units and qualifications - across England, Wales and Northern Ireland.

The QCF accreditation enables you to carve a niche for yourself in this highly competitive Accounting market whilst equipping you with the necessary skills for greater career opportunities and credits which can be used to progress towards higher education.

For more information, please visit **[ofqual.gov.uk](http://ofqual.gov.uk)**

## **Who is it suitable for?**

There are no formal entry requirements, however, would suit learners who have some experience of working with Sage and little prior experience of manual, double entry bookkeeping. Basic skills in numeracy, information technology and literacy are required prior to embarking on the course.

**Complete beginner to Sage?** – we are offering at no extra cost, a short Sage training course to equip you with basic Sage skills to **fast-track you to Level 2, saving you 40 hours study time** compared to taking the IAB Level 1 Award in Computerised Accounting for Business.

**Qualification:** IAB Level 2 Certificate in Computerised Accounting for Business  
Sage Certificate of Competency  
Become eligible for Associate membership of the IAB, allowing you to use the letters “AIAB” after your name.

**Location:** Online

**Software:** Sage 50 Accounts Professional included (360 days)

**Duration:** 130 Study hours recommended – with access to course, software and support for 12 months (Additional 20 hours of study time required to complete the optional Sage beginners training course)

**Exam:** Fees included. Final assessment is taken online.

**Course Funding:** This course is eligible for Learner Responsive funding for both 16-18 year olds and adults in England. Visit the Skills Funding Agency site for more information - [www.skillsfundingagency.bis.gov.uk](http://www.skillsfundingagency.bis.gov.uk)



## Syllabus:

### IAB Level 2 Certificate in Computerised Accounting for Business (QCF) – 13 credits

- Principles of recording and processing financial transactions (2 credits)
- Professional values and basic business legislation (1 credit)
- Banking procedures (1 credit)
- Basic principles of costing (4 credits)
- Principles of VAT (2 credits)
- Computerised Accounting Software (3 credits)

### What's included in the course?

- Access to support from course experts 24 hours a day
- Access to your own online community – engage with fellow students through forums, messaging and polls
- Sage and IAB approved course materials online
- 360 day Sage 50 Accounts Professional software license
- Practice tests and practical exercises
- Exam (Final Assessment) fees
- One year's IAB membership (required to take the IAB assessments)
- Optional - NUS card (student discount card)
- Sage training course for beginners (if required)
- Course material for exam provided in electronic format at no extra cost
- Option to order Sage Skills Book

### System Requirements:

- Internet connection (broadband recommended)
- Internet browser. (Internet Explorer and Google Chrome recommended)
- Operating system running any of the following: Windows 2000, Windows XP, Windows Vista, Windows 7 and above
- Speakers (audio enabled PC/laptop)
- 1024 resolution and above
- Flash player installed
- 400MB of available hard disk space for installation
- DVD-ROM drive