

## Certificate in Accounting

Level 3

Scheme Code 03719

### Units

Unit 1 Preparing trading, profit and loss accounts, balance sheets and accounting ratios

Unit 2 Calculating depreciation and preparing suspense accounts

Unit 3 Setting up accounting software to manage accounting information

Unit 4 Processing the year end using accounting software

### Introduction

The **OCR Level 3 Certificate in Accounting** has been designed to recognise candidates' understanding and skill in a broad range of complex and non-routine accounting activities. The qualification aims to develop candidates' understanding and skill in both manual and computerised accounting contexts and to equip them to work independently in either context in the workplace.

The **OCR Level 3 Certificate in Accounting** is aimed at those candidates who are already competent in routine accounting skills and who wish to demonstrate skill in a wider range of complex accounting activities. It will be suitable for those who are already employed in accounting roles and who wish to develop further knowledge of complex manual and computerised accounting processes.

It will be suitable for those who are studying in preparation for employment in job roles where they will be expected to work autonomously in carrying out complex accounting tasks and for those who are preparing to undertake the NVQ in Accounting at Level 3.

The **OCR Level 3 Certificate in Accounting** is a qualification accredited by QCA to the National Qualifications Framework.

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## Unit content

**Unit 1 – Preparing trading, profit and loss accounts, balance sheets and accounting ratios:** through completion of this unit candidates will gain an understanding of the principles of double entry. They will be able to accurately calculate year-end adjustments and indicate their effects on profit and the balance sheet figures. They will be able to accurately prepare a trading, profit and loss account and balance sheet for a business for a specified period of time. They will understand and be able to calculate accounting ratios.

**Unit 2 – Calculating depreciation and preparing suspense accounts:** through completion of this unit candidates will gain an understanding of depreciation and the principles on which depreciation is calculated. They will be able to accurately calculate depreciation, prepare double entry accounts for assets, record provision for depreciation and disposal of fixed assets, indicating the profit or loss on the sale.

They will understand the purpose of suspense accounts and will be able to use these when needed. They will be able to make accurate corrections by use of journal entries and will be able to extract a revised or corrected trial balance.

**Unit 3 – Setting up accounting software to manage accounting information:** through completion of this unit candidates will understand how to set up company information on accounting software. They will be able to enter routine, non-routine and complex transactions in preparation for using accounting software to manage accounting information. They will be able to produce routine and non-routine reports.

**Unit 4 – Processing the year end using accounting software:** through completion of this unit candidates will demonstrate competence in using a computerised accounting system to process routine payments and receipts. They will demonstrate the ability to process salary journals, prepare a VAT report, reconcile the main bank account, correct transaction errors and print appropriate reports.

## Approval and funding

The OCR Level 3 Certificate in Accounting and the OCR Level 3 Diploma in Accounting are accredited at Level 3 of the National Qualifications Framework and are eligible for funding under the Learning and Skills Council's Section 96/97 arrangements.

## Qualification structure

Candidates can be entered for the OCR Level 3 Certificate in Accounting in a variety of ways:

- For a full award
- For an individual unit

**For a full award**, candidates must pass two of the four units. There are no restrictions on the choice of units.

Candidates can either specialise in manual or computerised units or choose units from both manual or computerised options.

**For those candidates who pass the two computerised units**, certificates will be endorsed to identify that the qualification has been achieved in a computerised context – the qualification that will be awarded will be the OCR Level 3 Certificate in Accounting (Computerised).

**For candidates attempting individual units**, unit achievement will be individually certificated.

**For candidates attempting and passing all four units of the qualification**, the award of **OCR Level 3 Diploma in Accounting** will be made.

## Form of Assessment

All of the units are assessed by OCR set assignments that are administered by the centre at a time chosen by the centre. The assignments are marked by OCR appointed Examiner-moderators.

Both full award certificates and unit certificates will be graded Pass or Fail only.

All assignment tasks are practical and allow candidates to demonstrate their skills and knowledge in a format that is both logical and realistic.

## Marking scheme

Candidates are assessed against the errors they incur in a unit.

There are different types of error against which candidates are assessed.

There are different levels of error tolerance for each type of error in each unit.

Candidates must not exceed the errors permitted for each type of error to achieve a pass in a unit.

# Progression routes and the National Qualifications Framework

Candidates who wish to broaden their experience at Level 3 and to demonstrate competence in the workplace will be able to progress to the NVQ at Level 3.

Candidates who wish to develop further knowledge and understanding will be able to progress to the NVQ at Level 4, and to further higher level qualifications with professional bodies and associations.

Candidates who wish to complement their studies in Accounting with additional related areas of study will be able to progress to other Level 3 vocationally-related qualifications, for example, OCR's Level 3 Certificate in Administration.

## Qualification support

The Tutor's Handbook offers centres a comprehensive guide to the structure and administration of this qualification. Our website, [www.ocr.org.uk](http://www.ocr.org.uk), contains all the most up-to-date and relevant information about the qualification. This includes the Tutor's Handbook and sample assessment materials.

OCR runs regular programmes of training workshops for tutors to help centres maintain best practice in their delivery of this qualification. For more details contact OCR Training and Support Team on 024 7649 6398.

If in doubt over any aspect of the specification, assessment or administration for this qualification, please contact OCR's Customer Contact Centre in Coventry where staff will help. Telephone 024 76 851509.

## Getting started

Simply complete a Centre Approval Form and return it to OCR Operations in Coventry. There is no fee for centre approval. However, OCR reserves the right to inspect centres. A fee will be charged for centre inspection visits.

In return you will receive the Tutor's Handbook containing the qualification specification and a set of sample assessments.

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**www.ocr.org.uk**

OCR customer contact centre

**Vocational qualifications**

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