

<b>Qualification title:</b>	OCR Level 1 Extended Award in Bookkeeping (QCF)		
<b>Qualification number:</b>	501/0051/8	<b>Credit value:</b>	9
<b>An overview of this qualification</b>	<p>This qualification provides you with basic skills in bookkeeping and accounting. It is aimed at those of you who are new to bookkeeping or who wish to refresh your skills and enables you to progress to the next level of vocational learning.</p> <p>The qualification enables you to gain knowledge of basic manual bookkeeping procedures related to the documentation and processes for making and receiving payments; it also gives you an initial insight into both cash and credit business transactions, VAT and other manual and computerised bookkeeping routines. You will learn the transactions necessary for the day-to-day functioning of the accounting system and to process simple documents. You will also prepare simple final accounts, petty cash book transactions and bank reconciliation statements.</p> <p>This qualification is a short course made up of bite-size units, each assessed by an exam.</p> <ul style="list-style-type: none"> <li>• Minimum amount of vocational learning = 9 credits</li> <li>• Maximum amount of vocational learning = 9 credits</li> </ul>		
<b>Entry requirements</b>	There are no specific entry requirements for this qualification.		
<b>Age restrictions</b>	This qualification has no age restrictions.		
<b>Is this qualification right for me?</b>	<p>The OCR Level 1 Extended Award in Bookkeeping (QCF) is part of a suite of Bookkeeping qualifications at Levels 1 and 2 and is endorsed by the Financial Skills Partnership (FSP), the sector body for finance, accountancy and financial services.</p> <p>The OCR Level 1 Extended Award in Bookkeeping (QCF) is for those of you with who are new to bookkeeping or who wish to refresh your skills. The primary purpose of this qualification is to enable you to progress to the next level of vocational learning; it allows you to either learn new skills or to improve your competency in bookkeeping skills in order to be able to work in the financial and accounting sector.</p> <p>This specific size and level of qualification may be right for you if you:</p> <ul style="list-style-type: none"> <li>• would like a short introductory course of 55 guided learning hours (GLH) made up of bite-sized units of learning and external assessment</li> <li>• would like the opportunity to study more units than are available in the smaller Award qualification</li> <li>• are not ready for the greater demands of a level 2 qualification</li> </ul>		

<p><b>How could I progress from this qualification?</b></p>	<p>The primary purpose of this is to enable you to progress to the next level of vocational learning. It enables you to either learn new skills or to improve your competency in bookkeeping skills in order to be able to operate effectively in business.</p> <p>The qualification allows you to progress to a higher level qualification such as :</p> <ul style="list-style-type: none"> <li>• OCR Level 2 Award in Bookkeeping and Accounting Skills (Manual)</li> <li>• OCR Level 2 Award in Bookkeeping and Accounting Skills (Computerised)</li> <li>• OCR Level 2 Certificate in Administration (Business Professional)</li> <li>• Qualifications with professional accounting bodies such as the AAT and CIPFA</li> </ul> <p>This qualification also enables you to progress to a number of job roles where bookkeeping knowledge and skills are required, such as:</p> <ul style="list-style-type: none"> <li>• Bookkeeper</li> <li>• Accounts clerk</li> <li>• Finance clerk</li> <li>• Accounts Payable clerk</li> </ul>
<p><b>Support</b></p>	<p>This qualification is supported by the following centre providers:</p> <p>Adult Education Service WEETC Walsall AD &amp; Com College Derby Adult Learning Service Derby City Council</p>
<p><b>Further information</b></p>	<p>To find out more about the OCR Level 1 Extended Award in Bookkeeping Skills please refer to the Centre Handbook available on the OCR website: <a href="http://www.ocr.org.uk/Images/81007-centre-handbook.pdf">http://www.ocr.org.uk/Images/81007-centre-handbook.pdf</a></p> <p>If you have any other queries please contact: <a href="mailto:vocational.qualifications@ocr.org.uk">vocational.qualifications@ocr.org.uk</a></p>
<p><b>About us</b></p>	<p>OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.</p> <p>Our general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.</p>