

Unit title:	Single Entry Bookkeeping
Level:	2
Credit value:	3
GLH:	24
Unit code:	AK8/2/NQ/001
QCF unit reference number:	D/505/6742

This unit has 4 learning outcomes.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand the role of bookkeeping in supporting financial management.	1.1. Describe how the process of bookkeeping supports financial management in an organisation.
2. Understand the principles of coding for bookkeeping.	2.1. Describe how the chart of accounts for an organisation supports the preparation of: <ul style="list-style-type: none"> • financial accounts • management accounts. 2.2. Prepare a detailed chart of accounts or equivalent for own organisation or business.
3. Understand the principles of single entry bookkeeping.	3.1. Describe the advantages and disadvantages of single entry bookkeeping. 3.2. Prepare a cashbook using the single entry bookkeeping method.
4. Understand own bookkeeping needs and areas for development.	4.1. Describe own current needs for bookkeeping. 4.2. Prepare an action plan for the next steps in developing an appropriate bookkeeping system.

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Assessment information

All Assessment Criteria must be evidenced. For guidance on assessment, including principles of assessment and methods which may be used, Centres should consult the Open College Network West Midlands publication *Assessment Methods* and the 'Assessment' section of the *Open College Network West Midlands Centre Handbook*, both are available on our website www.opencollnet.org.uk

Sector Subject Area (SSA)	15.1
Date from which unit will be available for learners	01/11/2013
Availability for use	Shared
Restricted organisations	N/A
Assessment guidance	N/A