



Accounting

Level 2

Awarded by **Scottish Qualifications Authority and the Association of Accounting Technicians (AAT)**

Accredited from 04/12/2003 to 31/12/2008

Group award number G7CE 22

Standards

This SVQ is based on standards developed by Accountancy Occupational Standards Group (AOSG). AOSG draws its membership from a wide variety of people working in a broad range of occupations within the accounting field.

Structure of the SVQ

The way the SVQ is made up is shown below. The unit title appears in bold and the elements that make up each unit are listed under the unit title.

Mandatory units

Candidates must complete all of these units:

D7AR 04

Recording Income and Receipts

1. Process documents relating to goods and services supplied
2. Process receipts

D7A3 04

Making and Recording Payments

1. Process documents relating to goods and services received
2. Process payments

DE8T 04

Preparing Ledger Balances and an Initial Trial Balance

1. Balance bank transactions
2. Prepare ledger balances and control accounts

3. Draft an initial trial balance

DE8V 04

Supplying Information for Management Control

1. Code and extract information
2. Provide comparisons on costs and income

DE8W 04

Working with Computers

1. Use computer systems and software
2. Maintain the security of data

D78X 04

Contribute to the Maintenance of a Healthy, Safe and Productive Working Environment

1. Monitor and maintain a safe, healthy and secure working environment
2. Monitor and maintain an effective and efficient working environment

DE8X 04

Achieving Personal Effectiveness

1. Plan and organise your own work
2. Maintain good working relationships
3. Improve your own performance

DF2V 04

Integrative Assessment of Preparing Ledger Balances and an Initial Trial Balance

There may be publications available to support this SVQ. For more information, please contact:

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