

PDA in Book-keeping

SCQF level 7

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The need for sharp, flexible, focused education, skills and training at a high level is strongly recognised. Professional Development Awards (PDAs) are designed to develop and deliver these skills quickly and cost effectively. This makes it suitable CPD for those working in an accounting or financial administration role, or for anyone seeking to enter employment in this area.

STRUCTURE

The award consists of 3 mandatory Units with 24 SCQF credit points.

- **Recording Financial Information** (F7JV 34)
OR
- **Recording Financial Transactions** (F847 33)
Introduces working with a double-entry book-keeping system to extract a trial balance and prepare a VAT return.
- **Using Financial Accounting Software** (F7JP 34)
Develops knowledge and skills of financial accounting software in the preparation and production of a range of accounting reports.
- **Payroll** (H4J9 34)
Basic payroll calculations and procedures, and use of payroll software package to process payroll.

ENTRY

Access to the award is at the discretion of the centre. In general, entry should be open to any candidate who can demonstrate, by formal qualification or experience, a reasonable expectation of completing the course.

DELIVERY

The qualifications can be delivered in a variety of ways, including open or distance learning.

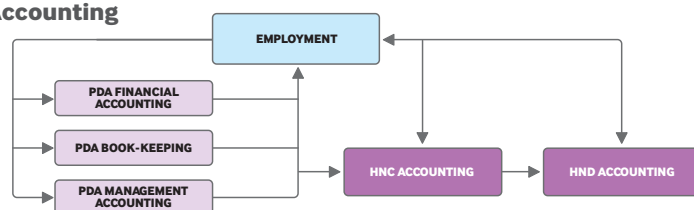
ACHIEVEMENT AND PROGRESSION

To achieve the award, candidates must successfully complete all units.

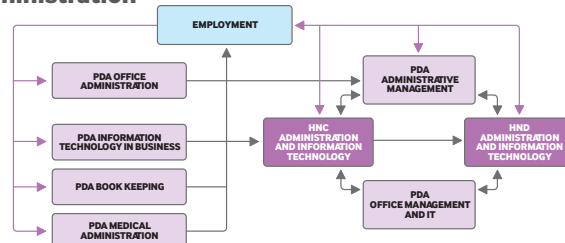
The PDA in Book-keeping forms one of a suite of PDAs in Accounting and Finance, which consist of units taken from the HNC in Accounting. The award can be taken as a qualification in its own right or used with other PDAs to build achievement towards the full HNC.

PROGRESSION MAPS

Accounting



Administration



it can
be done 