



# PDA in Financial Accounting

## 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. The PDA in Financial Accounting delivers the essential skills and knowledge for a career in financial accounting. This makes it suitable CPD for those working in an accounting and finance role, or for anyone seeking to enter employment in this area.

### STRUCTURE

The award consists of 3 mandatory Units with 32 SCQF credit points.

- **Recording Financial Information**  
(F7JV 34)  
Develops the skills and knowledge of double-entry book-keeping, trial balance and VAT returns.
- **Preparing Final Accounts**  
(F7JT 34)  
Covers preparation of final accounts, cash flow statements and the use of ratios for analysis of accounts.
- **Using Financial Accounting Software**  
(F7JP 34)  
Develops skills and knowledge of financial accounting software in the preparation and production of a range of accounting reports.

### 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

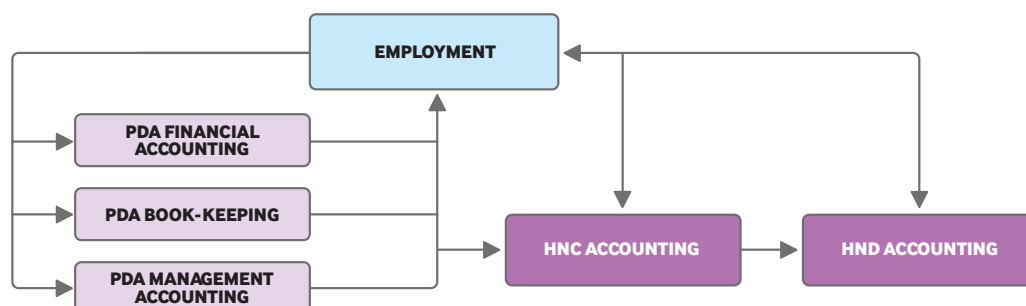
The qualifications can be delivered in a variety of ways, including open or distance learning.

### ACHIEVEMENT AND PROGRESSION

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

The PDA in Financial Accounting 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 MAP



it can  
be done 