

Unit 217: Computerised Accounting Software

Unit code:	217
Unit reference number:	J/502/4402
QCF level:	2
Credit value:	3
Guided learning hours:	20

Unit summary

This unit is about the skills and knowledge required by an IT user to select and use a wide range of intermediate accounting software tools and techniques for information that is at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

Accounting software tools and techniques will be defined as 'intermediate' because:

- the software tools and functions involved will at times be non-routine or unfamiliar;
- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements and at times be multi-step;
- the user will take some responsibility for inputting, manipulating and outputting the information.

Assessment requirements/evidence requirements

Evidence of achievement can be derived from a variety of sources.

Learners who use their IT skills directly in their day-to-day work can prove their competence whilst doing so. Alternatively learners can use scenarios and knowledge tests — or a mixture of both — to demonstrate competence.

Assessment methodology

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met.

Whilst assessors are required to have a sound understanding of the unit requirements and be able to give appropriate feedback to learners, they do not have to be A1 qualified. However, ideally every assessor should have ITQ Level 3 or equivalent in order to be able to adequately assess at that level and below.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Access, enter and edit accounting information</p>	<p>1.1 Describe the sources and characteristics of accounting data</p> <p>1.2 Set up and create new accounting data records accurately to meet requirements</p> <p>1.3 Locate and display accounting data records to meet requirements</p> <p>1.4 Check data records meet needs using IT tools, making corrections as necessary</p> <p>1.5 Respond appropriately to data entry error messages</p> <p>1.6 Describe the risks to data security and procedures used for data protection</p> <p>1.7 Apply local and/or legal guidelines for the storage and use of data</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
2 Select and use tools and techniques to process business transactions	2.1 Select and use appropriate tools and techniques to enter and process transactions 2.2 Review transaction process and identify any errors 2.3 Respond appropriately to any transactions errors and problems 2.4 Select and use appropriate tools and techniques to process period end routines			
3 Produce accounting documents and summary reports to meet requirements	3.1 Describe what information is required and how to present it 3.2 Prepare and generate accounting documents 3.3 Prepare and generate management reports as required 3.4 Import and export data and link to other systems and software			

Learner name: _____ Date: _____
 Learner signature: _____ Date: _____
 Assessor signature: _____ Date: _____
 Internal verifier signature: _____ Date: _____
 (if sampled)