

PDA: Book Keeping

SCQF Level 7



	This Pay	Year
Gross Pay	388.27	
Pension	0.00	
AVCs	0.00	
Taxable Pay	388.27	
Tax	0.00	
NI	0.00	
SSP	0.00	

What skills will you gain?

The Professional Development Award in Book-keeping at SCQF Level 7 offers you an opportunity to develop the knowledge and skills required for a book-keeping or financial administration support role within an organisation.

You will study how to use financial accounting software, Payroll and how to record financial information and financial transactions. The skills learnt will prepare you for employment within the accounting and business sector.

Entry requirements?

You must be able to demonstrate communication and mathematical skills to SCQF Level 6 or relevant experience within a business environment.

This course requires a higher level of written work, you must demonstrate an appropriate standard of written communication.

Entry to this course requires a satisfactory reference.

How and where will I study?

This programme of study is available through the Highland Council Virtual School timetable and is delivered via Google hangouts or Brightspace, a virtual learning platform.

Delivery starts in June.

Where will it take me?

The PDA in Book-keeping will prepare you for employment within the accounting and business sector. On successful completion of this PDA, you may undertake further related PDAs or HN units to build your qualifications towards a full HNC in Accounting, or AAT Level 6 Diploma in Accounting.

How do I apply?

The senior phase programme offered at West Highland College UHI is embedded in your option choices at school. Once you have decided on the course you would like to apply for, you will apply online.

Please speak to your school guidance teacher for more information.

Visit:

<https://www.whc.uhi.ac.uk/schools/>