



QEF

queen elizabeth's
foundation for
disabled people

Vocational Services

QEF Vocational Services specialise in training people with disabilities, for sustainable employment.

Bookkeeping and Accounts

The aim of this programme is to recognise the knowledge, skills and competence demonstrated by an individual in the workplace. This OCR Award provides individuals with a broad spectrum of skills, equipping them to work within the accounts field or any area where accuracy and analysis are prime requirements.

By running a variety of tasks and assignments at the same time candidates manage their time and resources to meet negotiated deadlines and to provide variety in their working day.

The programme includes the following:

OCR Level 2 Award in Bookkeeping & Accounting Skills (computerised)

Comprising:

- Processing routine payments and receipts using a computerised system.
- Setting up accounting software to manage accounting information.
- Carrying out stock control processes using a computerised system.

Also available:

City & Guilds Spreadsheet Processing

Demonstrates practical skills in the use of standard spreadsheet processing software to produce accurate and well presented documents.



All provision is subject to change based on Awarding Organisation requirements.

For further details and a referral form contact:

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