

Scheme of Work

Employability, Introduction to Accounting & Computerised Accounts Using VT

Duration: 25 scheduled delivery days across 5 weeks
Total Programme Learning Hours: 104.5
Tutor-led / supervised delivery: 94.5 hours
Days 1-10 Employability: 45 hours
Days 11-25 Accounting and VT vocational learning: 49.5 hours
Distance learning / home study: 10 hours (2 hours per week)

Document Control

Version 2.3
Provider: SME Outsourcing Ltd
Purpose: Formal integrated Scheme of Work delivering 104.5 programme learning hours across five weeks.

Course Overview

This integrated programme prepares adults for entry-level employment in accounting, finance administration, bookkeeping and wider business administration. Employability is deliberately embedded through practical workplace contexts, accounting-role examples and a progressive portfolio. The five-week programme delivers 104.5 total learning hours: 45 hours of employability across Days 1-10, 49.5 hours of tutor-led accounting and VT vocational learning across Days 11-25, and 10 hours of structured distance learning/home study (2 hours each week). The final week (Days 21-25) includes supervised work experience at SME Outsourcing Ltd, with guaranteed interviews for every learner across the final two days.

Target Learners

Adults seeking employment in accounting, finance administration, bookkeeping and business administration.

Entry Requirements

No prior accounting knowledge required. Basic IT and literacy skills recommended.

Course Aim

Develop the personal, employability, accounting and digital skills required to secure and sustain entry-level employment, progress to further training and perform introductory accounting tasks accurately using VT software.

Learning Outcomes

- Identify strengths, barriers and realistic career goals
- Produce a targeted CV, application and supporting statement
- Communicate, collaborate and behave professionally at work
- Search and apply for suitable accounting and administration roles
- Demonstrate effective interview skills
- Understand workplace rights, responsibilities, equality, safeguarding and wellbeing
- Explain accounting principles and UK business structures

- Record bookkeeping transactions and complete bank reconciliations
- Use VT software to process transactions and produce financial reports
- Complete and evidence five structured distance-learning/home-study tasks
- Complete supervised work experience at SME Outsourcing Ltd
- Attend a guaranteed interview during the final two days
- Plan clear employment or further-learning progression

Teaching Methods

Tutor demonstrations, workshops, discussions, case studies, employer scenarios, practical software activities, supervised work experience at SME Outsourcing Ltd, guaranteed interviews and structured weekly distance-learning/home-study activities.

Resources

VT Software, PCs, projector, learner workbook, HMRC resources, Companies House.

Assessment Strategy

Initial and diagnostic assessment; individual learning plan; ongoing questioning, observation, peer and self-assessment; employability portfolio; CV, application and mock interview evidence; accounting worksheets and knowledge checks; VT observed practical tasks; five weekly home-study submissions; final integrated practical and written assessment; work-experience supervisor feedback; guaranteed interview record; progression review.

Equality Diversity Inclusion

Inclusive teaching strategies and reasonable adjustments.

Safeguarding

Embed safeguarding and wellbeing throughout delivery.

British Values

Democracy, Rule of Law, Mutual Respect, Individual Liberty, Tolerance.

Prevent

Promote critical thinking and awareness of radicalisation risks.

Functional Skills

Embed English, maths and digital skills.

Employability

45 guided hours across Days 1–10 covering induction and goal setting, personal effectiveness, communication, teamwork, job search, CVs, applications, interviews, digital employability, workplace rights and conduct, customer service, problem solving, work organisation, wellbeing and progression. Skills are contextualised to accounting, finance and administration roles.

104.5-Hour, Five-Week Delivery and Embedded Employability Plan

The allocation below is the controlled five-week delivery plan. It comprises 94.5 tutor-led/supervised hours (45 employability and 49.5 accounting/VT) plus 10 hours of structured distance learning/home study. Tutors must record actual taught hours, learner attendance, completed home-study hours and assessment evidence against each session or weekly task.

Total Learning Hours	Employability	Accounting / VT		Distance Learning
104.5 hours	45 hours	49.5 hours		10 hours
Day / DL Week	Theme	Employability	Accounting / VT	Hours
1	Induction, baseline assessment and career goals	4.5 hrs	0 hrs	4.5 hrs
2	Self-awareness, confidence and growth mindset	4.5 hrs	0 hrs	4.5 hrs
3	Communication for the workplace	4.5 hrs	0 hrs	4.5 hrs
4	Teamwork, equality and workplace relationships	4.5 hrs	0 hrs	4.5 hrs
5	Job search strategies and labour-market information	4.5 hrs	0 hrs	4.5 hrs
6	CV development for accounting and administration roles	4.5 hrs	0 hrs	4.5 hrs
7	Applications and supporting statements	4.5 hrs	0 hrs	4.5 hrs
8	Interview preparation and personal presentation	4.5 hrs	0 hrs	4.5 hrs
9	Mock interviews and feedback	4.5 hrs	0 hrs	4.5 hrs
10	Digital employability and online professionalism	4.5 hrs	0 hrs	4.5 hrs
11	Introduction to accounting and finance careers	0 hrs	3.5 hrs	3.5 hrs
12	Accounting principles and the business environment	0 hrs	3.5 hrs	3.5 hrs
13	UK business structures and accounting responsibilities	0 hrs	3.5 hrs	3.5 hrs
14	Source documents and the accounting process	0 hrs	3 hrs	3 hrs
15	Accounting equation and double-entry bookkeeping	0 hrs	3 hrs	3 hrs
16	Sales ledger and credit control	0 hrs	3.5 hrs	3.5 hrs

17	Purchase ledger and supplier accounts	0 hrs	3.5 hrs	3.5 hrs
18	Cash book, petty cash and internal controls	0 hrs	3.5 hrs	3.5 hrs
19	Trial balance and correction of errors	0 hrs	3 hrs	3 hrs
20	Bank reconciliation	0 hrs	3 hrs	3 hrs
21	SME Outsourcing work experience induction and supervised finance-office practice	0 hrs	3.5 hrs	3.5 hrs
22	SME work experience – accounts setup and master records	0 hrs	3.5 hrs	3.5 hrs
23	SME work experience – sales and purchase processing	0 hrs	3 hrs	3 hrs
24	SME work experience – banking, reconciliation and guaranteed interview	0 hrs	3 hrs	3 hrs
25	SME work experience – integrated accounting task, guaranteed interview and progression	0 hrs	3.5 hrs	3.5 hrs
DL W1	Career research and reflective employability journal Evidence: role-research notes and journal	-	-	2 hrs
DL W2	CV/application refinement and interview-practice reflection Evidence: revised portfolio documents	-	-	2 hrs
DL W3	Accounting terminology and UK business-structure research Evidence: glossary and research worksheet	-	-	2 hrs
DL W4	Bookkeeping and bank-reconciliation practice Evidence: completed exercises and knowledge review	-	-	2 hrs
DL W5	Work-experience reflection and progression planning Evidence: reflective log and action plan	-	-	2 hrs
TOTAL	Five weeks: 94.5 taught + 10 distance learning	45 hrs	49.5 hrs	104.5 hrs

DAY 1		Induction, baseline assessment and career goals Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives		Understand programme expectations; complete initial assessments; identify personal strengths, barriers and career goals.
Content and embedded skills		Programme induction, safeguarding, Prevent, equality and diversity, British Values, BKSB/diagnostic assessment, individual learning plan (ILP) and introduction to accounting career routes.
Learning activities		Icebreaker; skills audit; diagnostic tasks; personal goal-setting; group agreement; accounting-role matching activity.
Resources		Induction pack, diagnostic tools, ILP, role profiles, learner workbook.
Assessment and evidence		Completed initial assessment and ILP; tutor questioning; observation; individual target review.
Cross-cutting themes		English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 2		Self-awareness, confidence and growth mindset Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives		Recognise transferable skills; describe achievements confidently; use a constructive approach to feedback and setbacks.
Content and embedded skills		Personal qualities, transferable skills, confidence, resilience, motivation, professional behaviours and SMART development targets.
Learning activities		Strengths exercise; achievement stories; confidence ladder; SMART target workshop; peer feedback.
Resources		Skills cards, SMART target template, learner workbook, case studies.
Assessment and evidence		Skills profile; SMART targets; reflective statement; peer and tutor feedback.
Cross-cutting themes		English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 3		Communication for the workplace Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives		Communicate clearly with colleagues and customers; select appropriate verbal, written and non-verbal communication.
Content and embedded skills		Active listening, questioning, tone, body language, telephone skills, professional emails and communication within a finance office.

Learning activities	Listening pairs; telephone role-play; rewrite informal messages; compose an email to a client; communication-barrier scenarios.
Resources	Email templates, scenario cards, PCs, communication checklist.
Assessment and evidence	Observed role-play; assessed workplace email; questioning; self-assessment checklist.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 4	Teamwork, equality and workplace relationships Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Work effectively within a team; value difference; respond appropriately to conflict and support inclusive practice.
Content and embedded skills	Team roles, collaboration, equality, diversity and inclusion, mutual respect, conflict resolution and finance-team responsibilities.
Learning activities	Team challenge; Belbin-style roles activity; equality scenarios; conflict-resolution role-play; reflection.
Resources	Team task materials, EDI scenarios, workplace policy extracts.
Assessment and evidence	Observation checklist; group output; scenario responses; reflective log.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 5	Job search strategies and labour-market information Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Use labour-market information; identify realistic vacancies; understand job descriptions and person specifications.
Content and embedded skills	Local labour market, accounting and administration pathways, job-search channels, recruitment agencies, hidden job market and vacancy analysis.
Learning activities	Research local roles; compare vacancies; identify essential/desirable criteria; create weekly job-search plan. Weekly distance-learning/home-study task (2 hrs): research two local accounting or administration roles and complete a reflective career-goals journal.
Resources	Internet access, vacancy sites, job descriptions, job-search tracker.
Assessment and evidence	Completed vacancy analysis and job-search plan; tutor review; questioning. Home-study evidence: labour-market research notes and reflective journal.

Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 6	CV development for accounting and administration roles Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Produce a targeted, accurate CV that demonstrates relevant skills and achievements.
Content and embedded skills	CV structure, personal profile, employment history, education, transferable skills, achievement statements, presentation and applicant-tracking considerations.
Learning activities	Review sample CVs; draft profile; convert duties into achievements; tailor CV to a selected finance vacancy.
Resources	CV templates, PCs, example vacancies, spelling and grammar tools.
Assessment and evidence	First full CV draft assessed against checklist; peer review; tutor action points.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 7	Applications and supporting statements Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Complete application forms accurately; write evidence-based supporting statements; disclose information appropriately.
Content and embedded skills	Application conventions, competency questions, STAR evidence, supporting statements, references, gaps and reasonable adjustments.
Learning activities	Complete mock application; write two STAR examples; proofread partner's statement; employer shortlisting exercise.
Resources	Application forms, person specifications, STAR template, PCs.
Assessment and evidence	Assessed application and supporting statement; proofreading checklist; feedback.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 8	Interview preparation and personal presentation Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Prepare for interviews; present professionally; answer common and competency-based questions effectively.

Content and embedded skills	Interview research, first impressions, dress, body language, question types, STAR responses, questions for employers and online interviews.
Learning activities	Employer research; elevator pitch; interview-question carousel; video/paired practice; preparation checklist.
Resources	Interview question bank, webcams, role profiles, checklist.
Assessment and evidence	Observed practice interview; STAR answer rubric; individual feedback and action plan.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 9	Mock interviews and feedback Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Demonstrate interview skills under realistic conditions; evaluate performance and improve responses.
Content and embedded skills	Formal mock interviews for finance assistant, accounts administrator and bookkeeping roles; feedback and improvement planning.
Learning activities	Panel interviews; learner/employer role rotation; scoring; repeat-answer improvement; action planning.
Resources	Interview packs, scoring sheets, role descriptions, recording equipment where consented.
Assessment and evidence	Completed interview score sheet; tutor/employer feedback; learner reflection; revised response.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 10	Digital employability and online professionalism Employability: 4.5 hrs Accounting/VT: 0 hrs Total: 4.5 hrs
Learning objectives	Use digital tools safely and professionally; manage online identity; complete common recruitment tasks.
Content and embedded skills	Professional online profiles, digital footprints, cyber awareness, data protection, job portals, online tests, file management and virtual meeting etiquette.
Learning activities	Audit digital footprint; build/update profile; upload CV; practise online test; organise application files; phishing exercise. Weekly distance-learning/home-study task (2 hrs): refine the CV and application, then record responses to five interview questions.
Resources	PCs, job portals, cyber-safety resources, sample online tests.
Assessment and evidence	Digital task checklist; safe-working quiz; profile/CV upload evidence; observation. Home-study evidence: revised CV/application and interview-practice reflection.

Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 11	Introduction to accounting and finance careers Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Explain the purpose of accounting; identify common finance functions, job roles and users of financial information.
Content and embedded skills	Accounting purpose, financial information, stakeholders, finance-team responsibilities, career pathways, professional conduct, confidentiality and ethics.
Learning activities	Map stakeholders and finance functions; compare role profiles; analyse an ethics scenario; complete accounting vocabulary activity.
Resources	Tutor slides, accounting glossary, stakeholder cards, finance role profiles and case studies.
Assessment and evidence	Baseline knowledge check; stakeholder map; ethics response; tutor questioning and feedback.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 12	Accounting principles and the business environment Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Describe core accounting concepts and explain how they support consistent and reliable financial information.
Content and embedded skills	Financial and management accounting; business objectives; accruals, consistency, prudence, materiality and going concern; professional standards.
Learning activities	Concept-matching task; business case study; group discussion; apply principles to example transactions and reporting decisions.
Resources	Workbook, tutor presentation, accounting-concept cards and business scenarios.
Assessment and evidence	Knowledge questions; completed case study; observation; verbal questioning and exit ticket.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 13	UK business structures and accounting responsibilities Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs

Learning objectives	Compare sole trader, partnership and limited company structures; identify key accounting and record-keeping responsibilities.
Content and embedded skills	Legal structures, ownership, liability, capital, profit, Companies House, HMRC awareness, statutory records and accounting responsibilities.
Learning activities	Business-structure comparison; Companies House research; recommend a structure for case-study businesses; terminology quiz.
Resources	Companies House and HMRC resources, PCs, comparison template and case studies.
Assessment and evidence	Completed comparison; research evidence; case-study recommendation; tutor questioning.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 14	Source documents and the accounting process Employability: 0 hrs Accounting/VT: 3 hrs Total: 3 hrs
Learning objectives	Identify, check and interpret common accounting source documents; explain the transaction-to-report audit trail.
Content and embedded skills	Invoices, credit notes, receipts, purchase orders, remittance advice, statements, document controls, authorisation and audit trail.
Learning activities	Match and sequence documents; check invoice accuracy; trace transactions through a finance workflow; identify missing controls.
Resources	Sample document pack, workflow cards, calculators and checking checklist.
Assessment and evidence	Document-identification quiz; checked invoice; audit-trail exercise; observation and feedback.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 15	Accounting equation and double-entry bookkeeping Employability: 0 hrs Accounting/VT: 3 hrs Total: 3 hrs
Learning objectives	Apply the accounting equation; classify accounts; identify appropriate debit and credit entries.
Content and embedded skills	Assets, liabilities, capital, income, expenses, accounting equation, debit/credit rules, ledgers and balancing accounts.
Learning activities	Accounting-equation exercises; account classification; debit/credit sorting; post and balance introductory T-accounts. Weekly distance-learning/home-study task (2 hrs): create an accounting terminology glossary and research two UK business structures.

Resources	Workbook, transaction cards, calculator and whiteboard.
Assessment and evidence	Marked exercises; debit/credit knowledge check; observation and tutor questioning. Home-study evidence: completed glossary and business-structure research worksheet.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 16	Sales ledger and credit control Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Record credit sales and customer transactions; explain basic sales-ledger and credit-control procedures.
Content and embedded skills	Customer accounts, sales invoices, credit notes, receipts, discounts, aged debt, statements, credit limits and escalation.
Learning activities	Process a customer document pack; post entries; prepare a statement; review an aged-debt list; draft a professional payment reminder.
Resources	Sales document pack, ledger templates, aged-debt report and calculator.
Assessment and evidence	Completed customer account; statement; aged-debt decisions; accuracy and communication checks.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 17	Purchase ledger and supplier accounts Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Record credit purchases and supplier transactions; check and reconcile supplier records.
Content and embedded skills	Supplier setup, purchase invoices, credit notes, payments, authorisation, duplicate prevention, supplier statements and reconciliation.
Learning activities	Check and code purchase documents; post supplier entries; reconcile to a supplier statement; investigate discrepancies.
Resources	Purchase document pack, supplier statement, ledger templates and calculators.
Assessment and evidence	Completed supplier account and reconciliation; discrepancy explanation; tutor observation.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.

DAY 18	Cash book, petty cash and internal controls Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Record cash and bank transactions accurately; operate a petty-cash imprest; recognise appropriate financial controls.
Content and embedded skills	Cash receipts and payments, cash book, petty-cash vouchers, imprest system, authorisation, segregation of duties and fraud awareness.
Learning activities	Complete cash book; prepare and check vouchers; restore imprest; evaluate weaknesses in an internal-control scenario.
Resources	Cash-book templates, vouchers, receipts, calculator and control scenarios.
Assessment and evidence	Accuracy check; completed records; control recommendations; questioning and feedback.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 19	Trial balance and correction of errors Employability: 0 hrs Accounting/VT: 3 hrs Total: 3 hrs
Learning objectives	Prepare a trial balance; identify common bookkeeping errors; make appropriate corrections.
Content and embedded skills	Ledger balances, trial balance purpose, arithmetic accuracy, transposition, omission, commission, principle and suspense-account awareness.
Learning activities	Extract ledger balances; prepare trial balance; investigate differences; correct seeded errors and explain limitations.
Resources	Ledger pack, trial-balance template, calculator and error cards.
Assessment and evidence	Assessed trial balance; corrected entries; written error explanations; tutor review.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 20	Bank reconciliation Employability: 0 hrs Accounting/VT: 3 hrs Total: 3 hrs
Learning objectives	Compare cash-book and bank-statement balances; update records and prepare an accurate bank reconciliation.
Content and embedded skills	Unpresented payments, outstanding lodgements, bank charges, direct debits, standing orders, interest, errors and reconciliation controls.

Learning activities	Tick statement to cash book; update cash book; prepare reconciliation; investigate and explain discrepancies. Weekly distance-learning/home-study task (2 hrs): complete bookkeeping and bank-reconciliation exercises and review VT learning materials.
Resources	Bank statement, cash book, reconciliation template and calculator.
Assessment and evidence	Assessed bank reconciliation; updated cash book; written explanation; feedback. Home-study evidence: completed exercises and knowledge-review record.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 21	SME Outsourcing work experience induction and supervised finance-office practice Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Apply accounting knowledge in a live workplace setting; understand SME Outsourcing procedures, professional standards, confidentiality and allocated responsibilities.
Content and embedded skills	Work experience induction at SME Outsourcing Ltd, workplace health and safety, confidentiality, data protection, office systems, task allocation, VAT and taxation awareness in practice, and professional conduct.
Learning activities	Complete workplace induction; meet the SME team; review policies and workflow; observe finance-office processes; check sample invoices and VAT information; begin a supervised workplace task log.
Resources	SME Outsourcing induction materials, workplace policies, HMRC resources, sample client records, task log and supervisor checklist.
Assessment and evidence	Completed workplace induction; supervisor observation; task log; confidentiality and compliance check; reflective review.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 22	SME work experience – accounts setup and master records Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Use VT software and workplace procedures to establish and check company, customer, supplier and nominal records accurately under supervision.
Content and embedded skills	Supervised SME Outsourcing work experience covering secure login, company setup, chart of accounts, customer and supplier records, data-quality checks, backups and confidentiality.
Learning activities	Receive a workplace brief; create or update a practice company dataset; enter master records; check accuracy; save and back up work securely; record completed duties in the work-experience log.

Resources	SME workplace brief, PCs, VT software, master-data pack, data-quality checklist, task log and supervisor feedback form.
Assessment and evidence	Direct workplace observation; checked dataset; completed task log; supervisor feedback; learner reflection.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 23	SME work experience – sales and purchase processing Employability: 0 hrs Accounting/VT: 3 hrs Total: 3 hrs
Learning objectives	Process sales and purchase transactions accurately in a supervised finance-office environment and maintain a clear audit trail.
Content and embedded skills	Supervised processing of sales and purchase invoices, credit notes, nominal coding, dates, references, balances, corrections, audit trail and professional communication.
Learning activities	Complete an allocated transaction batch; match entries to source documents; identify and correct errors; discuss queries with the supervisor; update the work-experience task log.
Resources	SME work-experience transaction pack, VT software, PCs, source documents, checking checklist and task log.
Assessment and evidence	Supervisor observation; transaction accuracy check; audit-trail review; completed task log and feedback.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 24	SME work experience – banking, reconciliation and guaranteed interview Employability: 0 hrs Accounting/VT: 3 hrs Total: 3 hrs
Learning objectives	Complete supervised banking and reconciliation tasks, interpret key reports and demonstrate employability through a guaranteed interview.
Content and embedded skills	SME Outsourcing work experience covering bank entries, reconciliation, finance reports, workplace review and a guaranteed structured interview for each learner.
Learning activities	Enter and reconcile bank items; generate and interpret reports; complete allocated workplace duties; attend an individual guaranteed interview; receive initial interview feedback.
Resources	VT software, bank statement, SME workplace brief, report checklist, interview questions, scoring record and feedback form.
Assessment and evidence	Completed reconciliation and reports; supervisor feedback; guaranteed interview attendance and interview assessment record; updated action points.

Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.
DAY 25	SME work experience – integrated accounting task, guaranteed interview and progression Employability: 0 hrs Accounting/VT: 3.5 hrs Total: 3.5 hrs
Learning objectives	Demonstrate integrated workplace competence, complete the guaranteed interview process and agree clear employment or further-learning actions.
Content and embedded skills	Final supervised work-experience task, transaction checking, reconciliation, report production, remaining guaranteed interviews, employer-style feedback, placement review and progression planning.
Learning activities	Complete the final workplace scenario; reconcile records; generate and interpret reports; attend an individual guaranteed interview where scheduled; review supervisor and interview feedback; agree next steps. Weekly distance-learning/home-study task (2 hrs): complete the work-experience reflection, portfolio check and progression action plan.
Resources	SME work-experience assessment pack, VT software, source documents, portfolio checklist, interview scoring record and progression resources.
Assessment and evidence	Final observed workplace task; completed work-experience log; supervisor sign-off; guaranteed interview attendance and feedback; updated ILP and progression action plan. Home-study evidence: reflective log, portfolio checklist and signed-off progression action plan.
Cross-cutting themes	English: discussion, reading and written evidence. Maths: time, data and/or financial calculations as applicable. Digital: safe use of PCs and software. EDI, safeguarding, Prevent and British Values reinforced through inclusive discussion, professional conduct and contextualised scenarios.

Progression

Learners may progress to AAT Level 2 or another bookkeeping/accounting qualification, a traineeship or apprenticeship, or employment such as Finance Assistant, Accounts Administrator, Bookkeeping Assistant, Payroll Administrator or Business Administrator. Each learner completes a final-week work experience placement at SME Outsourcing Ltd, receives a guaranteed interview during Days 24–25, and leaves with an updated ILP, employability portfolio and individual progression action plan.