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**BOOKKEEPING, PAYROLL & ACCOUNTING**

**Pre-course Assessment**

**This document is locked for limited editing, you can only enter text in the grey boxes and click to tick/untick the checkboxes**

**Name:**

**Contact number:**

**Email:**

**Date:**

**I am a current or previous student at Mary Ward Centre**

**If you have ticked the box above, please supply your student number: ­­­**

**I am applying for:**

Bookkeeping 1  Bookkeeping 2  Both Payroll and Bookkeeping Level**:**

Payroll 1  Payroll 2  AAT Accounting Level 2

Qualifications and Experience

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| --- | --- |
| **What is your highest level qualification? Where did you study this:** |  |
| **What other relevant qualifications/training do you have?** |  |
| **What is your highest qualification in:** |  |
| **English?** |  |
| **Numeracy/Maths?** |  |

**Why you want to do the course? Include information about your current work status plus experience you have of bookkeeping / accountancy / payroll**

**Please answer the following questions:**

**1) Given below are two statements - which statement do you consider best**

**describes the job role of the bookkeeper?**

Using financial information taken from within the accounting systems to prepare financial statements on behalf of a business organisation

Processing financial transactions and checking the accuracy of processing, thereby providing a service which is the core of the financial information process

**2) Which of the following words is required to complete the sentence below:**

*The purchase of a delivery van for use in the business is an example of capital*

**Tick the correct answer**

Income

Expenditure

Allowance

**3) Complete the following statements by clicking on the box below to insert the missing word(s) in the spaces provided.**

**Choose from the following words:** *standard, zero, reduced, exempt*

(i) Some goods and services are not covered by the VAT scheme. Items outside the scope of the VAT scheme are known as Click here to choose

(ii) Children’s clothing is an example of a supply which falls into the Click here to choose rate category of VAT.

**4) Last year you paid £200 for your car insurance. This year it has increased by 20%. How much will it cost you to renew it?**

**5) You go out for dinner with 4 friends. The bill comes to £86. You add a 10% tip and split the bill. How much does each person pay?**

**6) You buy a pair of shoes at £59.99. A week later they are in the sale with a 25% discount. How much could you have saved? Round up to a whole number.**

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| **We want to ensure that you are successful on your course, please answer the following question.** |
| Do you have any additional needs or disabilities that we should know about – eg a disability affecting mobility that could affect access to classrooms, a learning difficulty such as dyslexia, or any other support needs? |
| Please answer here: |
| Are you IT literate? Y/N |
| Do you have access to IT facilities? Y/N |
| Can you commit to taking the online exams during of the course? Y/N |

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| --- |
| You can send your application by:  **Email:** [kathy.schicker@marywardcentre.ac.uk](mailto:kathy.schicker@marywardcentre.ac.uk)  **Post:**  Kathy Schicker  Curriculum Manager, Skills for Work and Employability Mary Ward Centre 42 Queen Square WC1N 3AQ Tel: 020 7269 6051  **Or** hand your application to a member of staff in reception  **We will contact you as soon as possible.** |