

CIMA Higher Sage Certificate Level 5

Summary

The next step on from the CIMA Level 4 Certificate, this course provides the full range of skills needed to become an advanced user of Sage 50 Accounts Professional. The course will build your knowledge of sole trader accounts and takes you through the year end process, as well as exploring controlling cash, limited liability partnerships, importing data and limited companies.

Course Provider	Sage Qualifications 554 Bradgate Road, Newtown Linford, Leicester LE6 0HB 01530 243 426 www.sagequalifications.com
Qualification Accreditation	Chartered Institute of Management Accountants (CIMA)
Academic level	5
PET entry requirements	CIMA Level 4 qualification
Format of course material	Software on CD/DVD/Download plus workbooks This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD/Download
Structure of course	<p>Three Units:</p> <ol style="list-style-type: none"> 1. Introductory unit 2. Unit One is Sole Trader Accounts and Year End Process 3. Unit Two Controlling Cash, Limited Liability Partnerships, Importing Data and Limited Companies. <p>These units cover the following subjects:</p> <ul style="list-style-type: none"> • Final accounts for sole traders, partnerships, limited companies, limited liability partnerships and not for profit organisations. • The importing and exporting data to enable detailed management control. • Advanced credit control and cash flow forecasts • The use of foreign trader accounts, and detailed departmental budgeting and forecasting.
Assignments	A series of self-assessed tests and a case study, which are sent out with the original course pack. Assignments are not to be submitted as they are self-assessed.
Exam	The qualification is assessed by two assessment tests that must be submitted for marking. They are open book, not time limited, and should be invigilated by prison staff. They will be marked and returned within 1 week.

	The first assessment is a case study (using the Sage software) and the second is a multiple-choice exam (not requiring the use of the software). They are not sent with the pack but are available on request. Exam fees are included in the course cost.
Estimated completion time	50 hours
Maximum course duration	12 months but additional time can be considered on request. The software licence is time limited to 6 months.
Prison support requirements	Prison staff must ensure access to a PC that can use the Sage software, which the course provider will supply on CD/DVD/Download. Staff should also liaise with the provider if the learner requires tutorial support, and must return the assessments to be marked, by email or post (assessments should be copied in case of loss).
Supplier tutor's support	Tutors can respond to learner questions via email facilitated by prison staff. Tutors will also mark and feedback on the formal assessment tests. This is a self-study course and tutor support is often not required.
Certificate	Yes
Progress	There are range of possible progression options. Please call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).