

FAQ – Sage Instant Accounts

How long does this course take?

The course will take approximately 30 hours depending on your prior experience.

Do I need experience to study this course?

No, this is an introduction to using Sage Instant Accounts

How is the course delivered?

You will receive a pack which contains a CD ROM with a timed version of Sage Instant Accounts and a full set of workbooks to guide you through the software.

How long can I use the timed version of the software?

The CD ROM can be used for 180 days, after which it will become invalid.

Will I get any extra revision?

You will get access to our learning management system where you can download additional exercises to practice before your assessment.

How will I be assessed?

You can take an online test from home.

What certification will I receive?

If you pass the online test, you will receive certification from Sage.

How do I contact my tutor?

You can contact Lesley by e-mail or telephone during office hours. You can also use the chat facility on our website.

What if my tutor is not available?

Outside office hours you can e-mail a message to Lesley who will reply to you on the next available working day.

Is there funding available for this course?

You can use ILA Scotland funding for this course. Funding may also be available through JobCentre Plus in England and Wales.

When can I start my course?

As the course is home based, it can be started at any time.