

AAT Foundation Certificate in Accounting

Course Code F15-23A



Venue: Room IT Suite

Hyde Park House
Mutley Plain
Plymouth
Devon

PL4 6LF

Start Date: 24 September 2019

End Date: 14 July 2020

Sessions: 36

Day(s): Tuesday

Start Time: 18:00

End Time: 21:00

Cost of course: Full Fee £862 Concession £130

Before you enrol on this course You are not able to enrol online as you will need to speak to a Learning Adviser. You will be invited to undertake an initial assessment to ascertain your levels of English and Maths prior to entry on this course of study.

Entry requirements You must have basic key board skills. A Mathematics qualification at level 2 is also desirable.

You will also need to register as a student/member of AAT, this has a charge of £123 (£39 initial charge and £84 annual fee, this is paid to AAT directly).

Material and exam fees Exam Fee: £180 (included in the above costs)
The awarding body for this qualification is Association of Accounting Technicians.

Material Fee: £120 (included in the above costs)
The material fee will cover the text and workbooks for each module.

Tell me about the course. The AAT Foundation Certificate Level 2 is suited to people who are new to accounting and finance and unqualified accounting staff who want to enhance their foundation knowledge and skills and those looking to change their careers.

The awarding body for this qualification is AAT (Association of Accounting Technicians).

By the end of the course learners will have completed 5 online examinations and covered:

- How to process book-keeping transactions for financial documents such as invoices and credit notes, also receipts and payments.
- Write up and balance the Cash Book, Bank Book and Petty Cash Book, also extract a Trial Balance.
- How to use journals, prepare and reconcile control accounts and the bank account.
- How to work effectively in finance.
- How to use the SAGE accounting software.

- How will I learn? During the first session you will complete an informal initial assessment and make an individual learning plan, to identify your targets for the course, with your tutor.
- This is mainly a theory course with some practical aspects, you will complete the examinations using a computer.
There will be one-to-one support as required.
- How will I know I'm making progress? You will review your individual learning plan with your tutor who will give you written feedback and support to achieve your targets. Informal assessments will be integrated into sessions with group and one to one feedback being given regularly. This will enable you to identify any additional support requirements or areas to practise and revise and prepare for the examination.
- Will I need to study or practise outside the classroom? There is a considerable amount of work for you to do in your own time for this qualification - reading and completing activities. Please allow a minimum of 2 hours per week for this homework.
- What will I need to take to course? Please bring a pen, notepad and a file for any hand-outs.
Access to a computer outside the classroom is useful for accessing the activities on the AAT website.
- What can I learn next? You can progress to higher level accountancy qualifications.
Learning Advisers and your tutor will be happy to provide you with information of what progression is available. Visit our website at www.oucoursesouthwest.co.uk or contact us on 01752 660713 to make an appointment.

Please note: Most courses attract a subsidy from the Education and Skills Funding Agency. It is a requirement of the ESFA that you complete various forms at different stages of your course. Further information is available upon request.
Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.
Room numbers are subject to change - please check when you arrive at the venue.

ON COURSE SOUTH WEST
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www.oucoursesouthwest.co.uk



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