

# AAT Access Award Manual Bookkeeping

Course Code F15-43A



Venue: Room IT Suite

Swarthmore  
Mutley Plain  
Plymouth  
Devon

Start Date: 19 September 2019  
End Date: 12 December 2019  
Sessions: 12  
Day(s): Thursday

PL4 6LF

Start Time: 18:00  
End Time: 21:00

Cost of course: Full Fee £302 Concession £0

**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.

**Awaring organisations fees** You will need to pay a Student Registration Fee of £43 to AAT in order to access this course, with this you will receive interactive resources and materials. You will not need to pay this again if taking another AAT Access course within a 12 month period.

Exam Fee: £99 (included in the above costs)  
The awarding body for this qualification is Association of Accounting Technicians.

**Entry requirements** You will need to have a good understanding of basic mathematical skills.

**Tell me about the course** Are you already working in finance and looking for a qualification? Are you self-employed and need to do your own bookkeeping? Or perhaps you are looking for a career in finance? If so then this could be the perfect course for you.

This AAT accredited course consists of two units, Bookkeeping Transactions and Bookkeeping Controls. In these units you will learn the following:

- Balancing ledger accounts
- Writing up sales and purchase daybooks
- Posting from sales and sales return daybooks
- Basic principles of double entry bookkeeping
- Accounting equations and basic posting
- Correcting errors
- Sales and purchase ledger control accounts
- Wages control account
- Bank reconciliations

**How will I learn?** This is mainly a theory course with some practical aspects, also completing the examinations using a computer. There will be one-to-one support as required.

**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 attempting activities. Please allow a minimum of 2 hours per week for this homework.

How will I know I'm making progress? During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need for the course? Please bring a pen, notepad and a file for any hand-outs. Access to a computer outside the classroom is useful but for accessing the activities on the AAT site.

What can I learn next? Learning Advisers will be happy to provide you with information of what progression is available. Visit our website at [www.oucoursesouthwest.co.uk](http://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.



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