

# AAT Certificate in Bookkeeping L2



**Course Code** F15CF43B

**Venue:** **Room** Large Classroom

Hyde Park House  
Mutley Plain  
Plymouth  
Devon

PL4 6LF

**Start Date:** 03 November 2022

**End Date:** 02 February 2023

**Sessions:** 12

**Day(s):** Thursday

**Start Time:** 18:00

**End Time:** 21:00

**Cost of course:** Full Fee £282 Concession £0

**Before you enrol on this course** You are not able to enrol online as you will need to speak to a Learning Advisor. 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.

In addition to your course fee you will need to pay a student membership fee to the Association of Accounting Technician (AAT). The total fee for AAT membership is £65.

**Fee information** Unit assessment fee: £120 included in the cost  
Material Fee: £50 included in the cost

The material fee will cover the text and workbooks for each module.

There is a payment plan option if you are paying the full fee and Discretionary Learner Support is available to support learners who are in exceptional financial hardship that prevents them from participating in learning.

Please ask our Learning Advisors for more information.

**Entry requirements** Will be based on completion of your initial assessment or any evidence of prior achievement. A math qualification at level 2 is also desirable.

You must have basic key board skills.

**Course Intent** The Level 2 Certificate in Bookkeeping provides an entry point for anyone wishing to start a career in accountancy or finance. It may also support career progression for those already in employment by formally recognising their skills in manual bookkeeping.

A student completing this qualification will develop practical accountancy skills in the double entry bookkeeping system and in using associated documents and processes. Students will be able to check transactions for accuracy, make entries in appropriate books and ledgers, and calculate sales invoices and credit notes. They will also cover more complex level bookkeeping procedures, including dealing with VAT, reconciliation and trial balances, and will develop their understanding of the relationship between the various accounting records.

This qualification comprises of two mandatory units:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

- How will I learn?** This will be delivered face-to-face in a group session in a classroom with other students.
- 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 assessments 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 completing activities. Please allow a minimum of 2 hours per week for this homework.
- 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 assessments.
- 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 and in our Microsoft Teams area.
- Progression** You will be able to progress on to the full level 2 Certificate in Accounting or the level 3 Certificate in Bookkeeping.
- Skills gained in this qualification could lead to employment or career progression as:
- Accounts Administer
  - Accounts Assistant
  - Accounts Payable Clerk
  - Purchase/Stakes Ledger Clerk
  - Trainee Accounting Technician
  - Trainee Finance Assistant
- Learning Advisors will be happy to provide you with information of what progression is available. Visit our website at [www.ouresouthwest.co.uk](http://www.ouresouthwest.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 and can be used to match funding for ESF. It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on 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**

**Tel: 01752 660713**

**HYDE PARK HOUSE, MUTLEY PLAIN, PLYMOUTH, PL4 6LF**

**[www.ouresouthwest.co.uk](http://www.ouresouthwest.co.uk)**



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