

# AAT Certificate in Accounting L2

**Course Code** FH15F43A



## Venue:

## Room

Hyde Park House  
Mutley Plain  
Plymouth  
Devon

PL4 6LF

**Start Date:** 18 September 2025

**End Date:** 21 May 2026

**Sessions:** 32

**Day(s):** Thursday

**Start Time:** 18:00

**End Time:** 21:00

**Cost of course:** Full Fee £785 Concession £108

## Course Summary

Gain essential bookkeeping skills with our AAT Certificate in Bookkeeping Level 2 qualification, designed to prepare you for a successful career in accountancy or finance.

This qualification is ideal for individuals looking to start a career in accountancy or finance, or for those already employed who wish to enhance their skills in manual bookkeeping. Participants will learn fundamental bookkeeping principles, including double-entry bookkeeping, financial transactions, and basic accounting practices. This course combines theoretical learning with practical application, providing a solid foundation for further study and career advancement in the finance sector.

## Enrolment requirements

We regret we are unable to accept under 19s on most of our courses due to Education and Skills Funding Agency funding restrictions. You need to be 19 before 1 September 2025 to enrol. This means you will have been born on or before 31 August 2006.

If you are under 19 years of age and would like to enquire about your eligibility to enrol on an adult learning course, please don't hesitate to contact us.

## Before you enrol.

View the course info sheet via the link above for further information regarding the course, what you will learn, objectives and possible progression or career pathways. Alternatively, our team of Learning Advisors will be happy to provide you with information and discuss courses you may be interested in. Visit our website at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) or contact us on 01752 660713 to make an appointment.

## How do I enrol?

To apply for this course please go online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) and simply click on the 'How to Enrol' button and complete the Enrolment Form. Once completed one of our customer service team will be in touch. 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.

If you have any questions, please call our friendly Learning Advisors on 01752 660713.

What will I learn?

This course will cover:

Introduction to Bookkeeping

- Understanding the role of a bookkeeper
- Basic accounting principles and terminology

Financial Transactions

- Recording financial transactions
- Understanding the sales and purchase ledger

Double-Entry Bookkeeping

- Principles of double-entry bookkeeping
- Recording transactions in the general ledger

Banking Procedures

- Reconciling bank statements
- Managing cash and credit transactions

Preparing Financial Statements

- Trial balance preparation
- Introduction to profit and loss accounts and balance sheets

Practical Applications and Assessment

- Practical bookkeeping exercises
- Review and final assessment preparation

How will the course be delivered?

This is a practical course, and the sessions will include tutor -led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one -to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

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?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please Note:

Most courses attract a subsidy from the Department for Education (DFE). It is a requirement of the DFE 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.oucouresouthwest.co.uk](http://www.oucouresouthwest.co.uk)**



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**Education & Skills  
Funding Agency**

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