

# Course Information Sheet

## AAT Certificate in Bookkeeping Level 2



### Fee Information:

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 £66

### Course Description:

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.

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

### **Who should join this course?**

This course is for anyone wishing to start a career in accountancy or finance, as well as those already employed who want to recognise and enhance their skills in manual bookkeeping.

Our target audience includes aspiring bookkeepers, current finance employees seeking professional development, and individuals interested in gaining foundational accounting skills.

### **Entry Requirements**

Will be based on your initial assessment or any evidence of prior achievement. Basic keyboard skills are essential. A maths qualification at level 2 is also desirable.

### **Progression Opportunities:**

Upon completion, learners can progress to higher qualifications such as the AAT level 2 Foundation Certificate in Accounting, AAT level 3 Advanced Diploma in Accounting, Level 3 Certificate in Bookkeeping.

### **How do I enrol?**

To apply for this course online at [www.oncoursesouthwest.co.uk](http://www.oncoursesouthwest.co.uk) and simply click on the 'How to Enrol' button and complete the Enrolment Form and one of our customer service team will be in touch or call to speak to one of our friendly Learning Advisors on 01752 660713.

### **How will the course be delivered?**

You will be working with your tutor and other learners face to face.  
There will be two mandatory exams.

### **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?**

Your tutor will set objectives for the session and give feedback on how you are progressing. You will agree personal targets as part of your Individual Learning Plan (ILP), and you will review your targets and the start and end of the session.

**What will I need?**

Please bring a notepad and pen, and a file for your coursework and handouts.

**Please note:**

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA).

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.

Terms and conditions are available at

<https://www.onsouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

