



The Course

In brief...

This course is perfect for you as your first step into the world of accounting. It is a full-time programme running from September 2020 to July 2021.

All the exams, registration with the AAT and textbooks are included in the course fees.

Who is it for?

The AAT Certificate in Accounting is ideal for anyone wishing to study a first step into accountancy and finance.

What the Course Leads to

What courses can I do after this?

Students will also learn how to use an accounting software package, how to process financial information in accordance with company procedures and schedules, and how to provide information to colleagues, suppliers and/or customers as required.

The finance and accountancy skills developed in the AAT Certificate in Accounting can lead to employment as:

- an accounts administrator
- an accounts assistant
- an accounts payable clerk
- a purchase/sales ledger clerk
- a trainee accounting technician
- a trainee finance assistant
- a payroll clerk.

The accountancy and finance knowledge developed in this qualification is also the underpinning knowledge needed for the higher-level accountancy and financial skills developed in the Advanced and Professional AAT accounting qualifications:

- AAT Advanced Diploma in Accounting
- AAT Professional Diploma in Accounting.

For example, double-entry bookkeeping at Foundation level is the basis for Advanced Bookkeeping in the Advanced Diploma; which leads on to Financial Statements of Limited Companies in the Professional Diploma. Students are introduced to costing at Foundation level, which is then developed in the Management Accounting unit in the Advanced Diploma and expanded further in the Professional Diploma.

What jobs can I get?

Possible job roles after completing this course:

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Purchase/Sales Ledger Clerk

Key Information

Duration

35 Weeks

Attendance

Full-time

Level

Level 2

Qualification Name

Level 2 Certificate

Awarding Body

AAT

Curriculum Area

Business, Digital, Leadership & ESOL - Business & Finance

- Trainee Accounts Technician
- Trainee Finance Assistant

What do I need to apply

To do this course you should have...

You will require a minimum of 5 GCSEs at grades 9 - 5 (formerly A*- B) including English and Maths.

What about work experience?

Students must complete a substantial work placement on this course within the accountancy or financial sector to put into practice what they have learnt and to experience the real workplace. Students are encouraged to find their own work placement but will be supported in this activity by the Directorate Work Placement Officer.

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
FQL2FQ001G	05/09/2022	£53.00	N/A	N/A

* Please note fees are subject to change.

Associated Costs

AAT student membership is a requirement of this course and registration must be completed at the beginning of the course.

AAT membership fees are charged and regulated by AAT directly. Please check their website www.aat.org.uk for up to date fee values.

Resit exam fees are applicable, please contact the AAT administrator on aat@bpc.ac.uk for further information.

Course Content

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The AAT Certificate in Accounting covers a broad range of core accounting skills, as well as accountancy-related business skills and communications and personal skills.

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance
- Business Communications and Personal Skills

Working in accountancy requires good communication skills, information technology skills and an understanding of the business environment, as well as an understanding of daily finance/accounting functions. The purpose of this qualification is to ensure that students are well rounded and well prepared to progress into a career in business, finance or professional accountancy, or into further education.

All of the units within the qualification are mandatory. This qualification also includes a combined unit assessment in the form of a final synoptic assessment that draws on and assesses knowledge and understanding from the units studied on the course.

Students will learn double-entry bookkeeping, basic costing and learn how to use accounting software, and develop the professional skills and behaviours needed to contribute effectively in the workplace. Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

The AAT Foundation Certificate in Accounting also develops additional business skills that have particular relevance to those working in accountancy, finance and general business roles.

Next Steps ...

Email: enquiries@thecollege.co.uk

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Web: www.thecollege.co.uk

Live chat available on the website

