

# Certificate in Bookkeeping



Course Level: Level 3

Campus: Newcastle

Subject Type: Accounting, Business,  
Esports, Computing & Travel

## Course Overview:

This certification will cultivate advanced skills and expertise essential for roles in bookkeeping or for advancing to higher-level accountancy positions or further studies. Graduates of this program will master financial processes such as accounting principles, advanced bookkeeping, and the preparation of financial statements.

## What's Covered:

The aim of this qualification is to develop complex skills and knowledge necessary to work in a bookkeeping role or to progress to higher level accountancy roles or study. Students completing this qualification will become competent in financial processes including accounting principles and concepts, advanced bookkeeping and preparing financial statements. They will also be introduced to business issues regarding payroll and value added tax (VAT).

This qualification will benefit anyone who already works in a role where digital skills are used and will support those who wish to improve their digital skills and progress into a role where these skills are required.

## Entry Requirements:

There are no specific entry requirements however learners should have a suitable literacy and numeracy skills to a level two programme.

## Assessment Information:

The course is assessed by 2 exams:

Financial Accounting: Preparing Financial Statements

Tax Processes for Businesses

## Fees and Financial Support:

You can apply for an Advanced Learner Loan or Higher Education Loan to help with the costs of your course if you are 19 or older and the course you are studying is an eligible Level 3, 4, 5 or 6 course. If you have any queries with regards to the funding of your course, please contact Charlotte Robertson on 01782 254141 or email [charlotte.robertson@nscg.ac.uk](mailto:charlotte.robertson@nscg.ac.uk)

## Progression:

Our part time level three or four AAT provision would be of particular interest to learners having achieved this qualification

## What else do I need to know?

If you successfully complete this qualification you can apply to become an AAT bookkeeping member (AATQB), and if you're thinking of starting your own practice you'll be able to apply to become an AAT Licensed Bookkeeper.

## How do I find out more?

For further information, please email Becky Sargeant at [becky.sargeant@nscg.ac.uk](mailto:becky.sargeant@nscg.ac.uk)