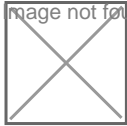


AAT Level 2 Foundation Certificate in Bookkeeping

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Ofsted Logo

Subject Type

Business & Professional Studies

Course Location

Newcastle

Level

Level 2

Course Information

The purpose of the AAT Foundation Certificate in Bookkeeping is to ensure that you have the solid bookkeeping skills necessary for most finance roles. You will gain the knowledge and skills needed to carry out typical bookkeeping transactions and tasks in two mandatory units. You will develop practical accountancy skills in the double-entry bookkeeping system and in using associated documents and processes. You will be able to check transactions for accuracy, make entries in appropriate books and ledgers, and calculate sales invoices and credit notes. You will also cover more complex foundation level bookkeeping procedures, including dealing with VAT, reconciliation and trial balances, and will develop your understanding of the relationship between the various accounting records.

Small class sizes

Expert teaching

Entry Requirements

The AAT Foundation Certificate in Bookkeeping provides an entry point for anyone wishing to start a career in accountancy or finance. It may also support career progression if you are already in employment by formally recognising your skills in manual bookkeeping.

Manual bookkeeping underpins all accountancy and finance roles. Studying the AAT Foundation Certificate in Bookkeeping will help you to develop a strong foundation of bookkeeping knowledge and skills needed to work in accountancy and finance or to go on to study higher-level bookkeeping or accountancy. You should be able to confidently carry out typical bookkeeping transactions and tasks.

This qualification is suitable for those already working in finance, those returning to work after a break or those wishing to change career. The qualification is open to those who are working and those who are not currently in employment. It also offers progression if you have started studying accountancy and bookkeeping with AAT.

AAT does not set any prerequisites for the study of the AAT Foundation Certificate in Bookkeeping. However, for the best chance of success, we recommend that you begin your studies with a good standard of English and GCSE maths.

Assessment Information

The qualification is composed of two mandatory units, assessed in two end-of-unit assessments:

- Bookkeeping Transactions
- Bookkeeping Controls.

Fees and Financial Support

Newcastle and Stafford Colleges Group is pleased to be able to offer financial support to help students meet the costs of attending College. If you are on state benefits or are on a low income you may be entitled to fee remission towards your course.

*This is at the Colleges discretion.

Progression

The skills developed by studying this qualification will enable you to seek employment with confidence and/or to progress to the next level of learning.

You will develop the underpinning skills required in all accountancy and finance roles. You will use bookkeeping skills to confidently perform accounting transactions and understand how to process financial information in accordance with set procedures and schedules.

The AAT Foundation Certificate in Bookkeeping can lead to further study in bookkeeping

or accountancy or to employment as:

? a clerical assistant

? a trainee bookkeeper

? an accounts clerk

? a finance assistant

? an accounts administrator.

What else do I need to know?

How do I find out more?

Please enquire by contacting: jo.furnival@nscg.ac.uk or kate.marks@nscg.ac.uk or Julie.williamson@nscg.ac.uk