

General Enquiries

Tel: 0300 300 0090

Email: enquiries@stockport.tscg.ac.uk Website:
stockport.tscg.ac.uk



AAT Level 1 Award in Bookkeeping

Location	Stockport College
Course Type	Adult
Department	Accounting & Finance
Start Date	Tuesday 16th April 2024
Duration	Part-time, 10 Weeks
Time	12:30 - 14:30
Fee	£ 225.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	SPQ-AC1A-1600

Course Overview

The Level 1 Award in Bookkeeping offers students the opportunity to develop practical bookkeeping skills. This qualification may help students to move on to further study in either accountancy or bookkeeping with AAT, offer a route into employment or be of interest to those already in employment.

You will have weekly sessions on site as well as online resources to support your learning for the daytime classes.

Course Requirements

You must be aged 19+. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You should be working towards a minimum of level 1 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams.

What You Will Learn

This course will provide students with the understanding on why keeping financial information accurate and up to date is important in the workplace. Students will understand the key roles that a bookkeeper undertakes including data entry, checking bank statements, accounts receivable and accounts payable. Students will understand how the data they prepare, and reports they produce may be used by management and business owners in making business decisions and the importance of timely and accurate communication. Students will learn the importance of ethical behaviour including confidentiality and the importance of data protection

Assessment

One Examination

Progression

The skills developed in this qualification may also underpin those developed further in the following Level 2 qualifications: Level 2 Certificate in Bookkeeping
Level 2 Certificate in Accounting

Career Options

The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a:

Trainee bookkeeper
Accounts administrator
Billing/payments administrator/coordinator
Accounts junior
Accounts receivable/payable assistant
Procurement and finance assistant
Assistant cashier

Mandatory Units

Bookkeeping Fundamentals

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.