

AAT Level 1 Award in Bookkeeping

Location	Stretford Campus
Course Type	Adult
Department	Accounting & Finance
Start Date	Monday 27th January 2025
Duration	Part-time, 20 Weeks
Time	10:00 - 15:00
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	TPQ-AC1A-1200

Course Overview

The Level 1 Award in Bookkeeping is a professional qualification that offers students the opportunity to develop their practical bookkeeping skills. This qualification may help students to move on to further and higher level study in either accountancy or bookkeeping accredited by AAT, it may offer a route into employment or be of interest to those already in employment who want to add to their skills.

You will have weekly sessions on site and will have access to 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

Students will have the opportunity to develop practical bookkeeping skills, and also learn what working as a bookkeeper is actually like. You will cover the basics of manual bookkeeping, and students will be provided with a solid foundation of knowledge, allowing you to begin your progression towards a career in finance, accountancy or business.

Assessment

One Examination

Progression

The skills developed in this qualification will underpin those developed further in following the 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.