

KeyFacts

Dates:	Mode of Attendance:	Level:	Course Duration:	Course Code:	Awarding Body:
Make Enquiry	Part Time (PT)	2	1 Year	BPG1211	Association of Accounting Technicians

Description

This AAT (Association of Accounting Technicians) Foundation course is an entry-level bookkeeping qualification, ideal for anyone who is seeking an introduction to basic bookkeeping principles and skills.

This flexible course is delivered in partnership with Mindful Education , and combines online learning with face-to-face lessons in the classroom.

This Level 2 course is part-funded, so the cost for students is reduced.

On successful completion of this course, you might be eligible for a fully funded Level 3 course. Please see information on progression below.

Course Enquiries

T: 01509 618 375

E: StudentRecruitment@loughborough.ac.uk

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Course Content

This short course, studied over four months, will equip you with the skills and knowledge needed to manage books effectively – including double entry bookkeeping, and associated documents and processes, up to Trial Balance standard.

On successful completion of the course, you will be awarded an AAT Level 2 Foundation Certificate in Bookkeeping. This internationally recognised AAT (Association of Accounting Technicians) qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

This qualification can be used as a fast track to the AAT Advanced Diploma in Accounting.

Units of Study

- Bookkeeping Transactions
- Bookkeeping Controls

Learning outcomes:

The Level 2 course covers a range of key areas, including:

- Understand financial transactions within a bookkeeping system
- Process customer transactions
- Process supplier transactions
- Process receipts and payments
- Process transactions through the ledgers to the trial balance
- Understand controls in a bookkeeping system
- Use control accounts
- Use the journal
- Reconcile a bank statement with the cash book

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

Study Method – Online and On Campus

We have partnered with Mindful Education to deliver this course through our flexible Online and On Campus model.

Online, you will study award-winning video lessons, which are available on demand, and can be viewed from your phone, tablet or computer – meaning you can choose how, when and where you want to study. Lessons last for around 45 minutes and are accompanied by animations and motion graphics to bring concepts to life. Practice questions, downloadable lesson materials and interactive case studies help to enhance the learning experience further and learners should expect to spend around 4-5 hours studying independently online each week.

On campus, you benefit from regular classes with a college tutor – without having to commit to attending multiple evenings each week. Your tutor will review what you have learnt during your online lessons and will be on hand to provide guidance on progress and assessment. Regular discussion with classmates will help to

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reinforce key points while also providing the additional support and motivation that comes from being part of a group.

Note regarding Coronavirus (COVID-19): Due to the nature of our Online and On Campus courses, with key concepts being taught online through high-quality video lectures, students are able to continue their studies seamlessly with social distancing in place or if the college has to close. Regular 'On Campus' lessons are replaced by remote 'virtual classroom' sessions led by college tutors. This flexible approach can be easily adapted to suit government guidance and college policies.

Features/Benefits

At Loughborough College we have consistently gained above national averages in achievement rates. So if you are interested in a career in accounting come and join in our success.

The AAT offers courses that are highly practical and tailored to the needs of the workplace. Each accounting course is a separate qualification for which you receive a certificate. If you complete all stages then you can apply for full professional status, which would entitle you to put the letters MAAT after your name.



Entry Requirements

There are no formal entry requirements for this course. Previous knowledge of accounting or a Level 1 Bookkeeping qualification would be advantageous but not essential.

Assessment Methods

This course is assessed through a total of two computer-based exams, one taken at the end of each unit.

Progression Opportunities

On successful completion of this course, you can progress to higher levels of the AAT Accounting Qualification (Level 3 and then on to Level 4).

Students completing the AAT Advanced Certificate in Bookkeeping may wish to go on and complete the full AAT Foundation Certificate in Accounting. If you do choose to continue your studies in this way, then your achievements in the Bookkeeping qualification are carried over to the longer Accounting qualification.

Under the **National Skills Fund initiative**, you might be eligible for a **fully funded Level 3 course**. Alternatively, you can apply for an advanced learner loan to cover the cost of your Level 3 study. Please ask a member of college staff for more information.

Career opportunities

The skills and knowledge you will gain throughout this qualification will qualify you for roles including Clerical Assistant, Trainee Bookkeeper, Accounts Clerk, Finance Assistant and Accounts Administrator.

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