

AAT Foundation Certificate in Accounting

Course Code F15A23A



Venue: Room IT Suite

Hyde Park House
Mutley Plain
Plymouth
Devon

PL4 6LF

Start Date: 29 September 2020

End Date: 20 July 2021

Sessions: 36

Day(s): Tuesday

Start Time: 18:00

End Time: 21:00

Cost of course: Full Fee £842 Concession £123

Additional Fees

The awarding body for this qualification is Association of Accounting Technicians.

Exam Fee: £233 (included in the above costs)

Material Fee: £123 (included in the above costs)

The material fee will cover the text and workbooks for each module.

Before you enrol on this course

You are not able to enrol online as you will need to speak to a Learning Adviser. You will be invited to undertake an initial assessment to ascertain your levels of English and Maths prior to entry on this course of study.

Entry requirements

You must have basic key board skills. A Mathematics qualification at level 2 is also desirable.

In addition to your course fee you will need to pay a student membership fee to the Association of Accounting Technicians (AAT). This is made up of £99 for membership and a £48 admin fee, the fee in total is £147. This is subject to change and is set by AAT, we advise that you check their website for the most recent charges.

Course Intent

The AAT Foundation Certificate Level 2 is suited to people who are new to accounting and finance and unqualified accounting staff who want to enhance their foundation knowledge and skills and those looking to change their careers.

The awarding body for this qualification is AAT (Association of Accounting Technicians).

By the end of the course learners will have completed 5 online examinations and covered:

1. 'Bookkeeping Transactions', which includes: how to process book-keeping transactions for financial documents such as invoices and credit notes, also receipts and payments. Write up and balance the Cash Book, Bank Book and Petty Cash Book, also extract a Trial Balance.
2. 'Bookkeeping Controls,' which includes: how to use journals, prepare and reconcile control accounts and the bank account.
3. 'Elements of Costing', which includes: a range of techniques to cost material, labour and overheads. Consider budgetary control system by comparing actual costs with budgeted costs.
4. 'Synoptic'. This module incorporates topics/elements from the above 3 modules, along with how to work effectively in finance.
5. 'Using Accounting Software'. This module uses the SAGE accounting software and includes: entering opening balances, invoices, credit notes, payments and receipts. Reconciling the bank account with the bank statement and creating reports.

- How will I learn?** During the first session you will complete an informal initial assessment and make an individual learning plan, to identify your targets for the course, with your tutor.
- This is mainly a theory course with some practical aspects, you will complete the examinations using a computer. There will be one-to-one support as required.
- Will I need to study or practise outside the classroom?** There is a considerable amount of work for you to do in your own time for this qualification - reading and completing activities. Please allow a minimum of 2 hours per week for this homework.
- How will I know I'm making progress?** You will review your individual learning plan with your tutor who will give you written feedback and support to achieve your targets. Informal assessments will be integrated into sessions with group and one to one feedback being given regularly. This will enable you to identify any additional support requirements or areas to practise and revise and prepare for the examination.
- What will I need to take to course?** Please bring a pen, notepad and a file for any hand-outs. Access to a computer outside the classroom is useful for accessing the activities on the AAT website.
- Progression** Learning Advisers will be happy to provide you with information on your next steps after this course.

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