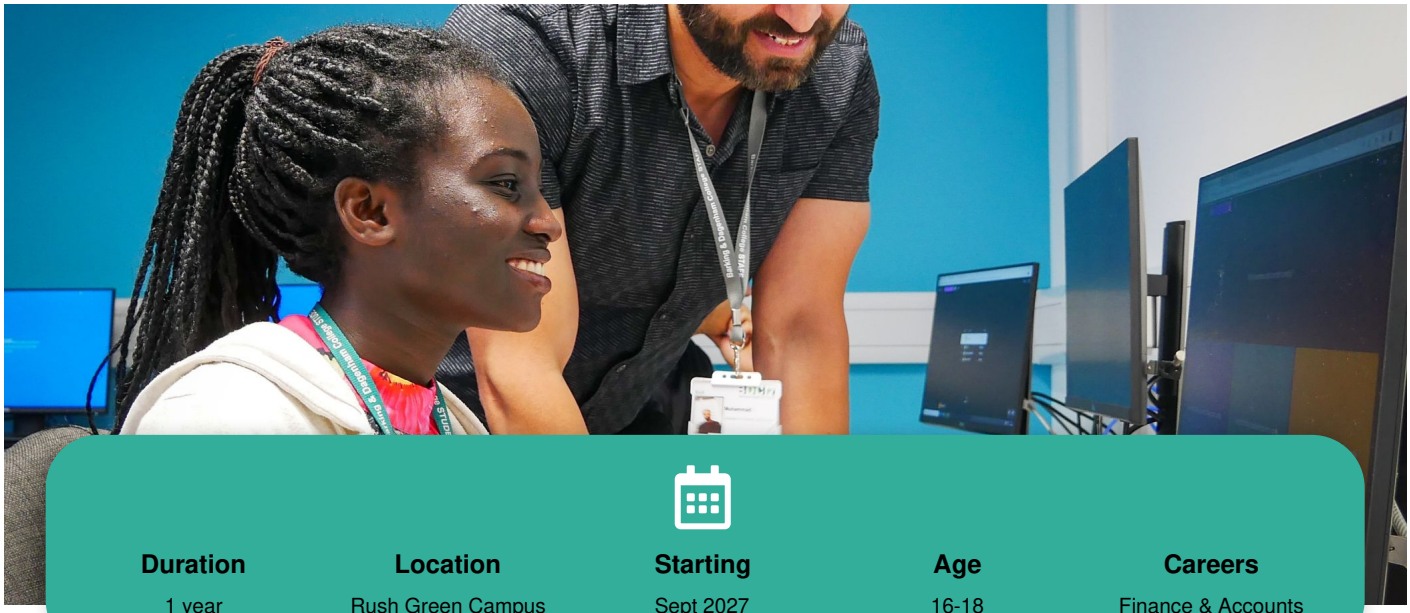
Level 2

Bookkeeping

AAT Foundation Certificate



Duration	Location	Starting	Age	Careers
1 year	Rush Green Campus	Sept 2027	16-18	Finance & Accounts

Course fees per year

AGE 16-18

FREE

Contact us to discuss what Financial support is available.

Overview

Gain the skills and essential knowledge needed for completing the manual bookkeeping activities that underpin all accountancy and finance roles.

You'll develop practical accountancy skills in the double-entry bookkeeping system and in using associated documents and processes while gaining an understanding that digital accounting systems are automating some of the stages in the process.

Learners will cover transactions for accuracy, make entries in appropriate books and ledgers and calculate sales invoices and credit notes.

What you'll learn

Throughout this course you will gain a thorough understanding of both manual and digital bookkeeping systems, including the associated documents and processes, while also learning the fundamental principles of double-entry bookkeeping.

Building on this foundation, the course delves into control accounts, journals, and reconciliations, the preparation of value-added tax (VAT) control accounts, as well as receivables and payables ledger accounts. Using the journal, you will practice recording various transactions, including the correction of errors. Learners will also develop the crucial skill of redrafting the

initial trial balance after making necessary adjustments.

Learning outcomes

- Understand how to set up bookkeeping systems.
- Process customer transactions.
- Process supplier transactions.
- Process receipts and payments.
- Process transactions into the ledger accounts.

Assessments / Exams

All AAT assessments are practical computer based assessments, available to sit throughout the year. The qualification also includes a synoptic assessment, which draws on and tests your understanding of connections between topics covered across the qualification.

Entry requirements

You will need to have GCSE Maths, English Language and two additional subjects at grade 3 (D) or above.

As part of the application process you will also be asked to explain why you want to study this course, so that we can ensure any course offer made aligns to your career goals.

What this course leads to

On successful completion of this course you can progress to studying AAT Professional Diploma units at Level 3

Visit this course on our website: *https://barkingdagenhamcollege.ac.uk/find/courses/0000011798*

For further information please contact the college: *https://barkingdagenhamcollege.ac.uk/contact*