



Level 1 Bookkeeping, Payroll and Preparation for Level 2

Dates:

Locations:

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. This qualification will particularly suit those students who have had minimal work experience or those who need some additional support to progress. This qualification may also interest those who are self-employed or working in small businesses who wish to do their own bookkeeping.

Entry Requirements

This is a Level 1 course. Learners need to have Entry Level 3 English in reading and writing and Level 1 speaking and listening English skills. Additionally, you should have at least basic digital IT skills. Accountants work at the very heart of a business and are expected to be able to communicate information clearly and appropriately to a given audience.

What topics does the course cover?

This qualification covers a range of skills and the relevant supporting knowledge in one mandatory unit - Bookkeeping Fundamentals. The qualification is assessed in one end-of qualification assessment. Students completing this qualification will develop an understanding of the role of the bookkeeper, including the need to produce timely and accurate work and to follow ethical principles. Students will learn underpinning theory including how to identify assets, liabilities, income, expenses, capital profit or loss, and the differences between trading for cash and trading on credit. Students will also develop the skills to process customer and supplier transactions, to enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation. Students will be introduced to the dual effect of transactions. This is a fundamental underpinning concept for double-entry bookkeeping and will support students who go on to study bookkeeping at Level 2. Students will also learn the role that software can have in bookkeeping and the benefits and risks that different types of software may bring. They will explore the differences between cloud accounting software and traditional accounting software and learn about the importance of software security and the steps that can be taken to keep data secure.

How will I be taught and assessed?

This course is delivered face to face in college. Students must successfully achieve one mandatory unit assessment to achieve this qualification. The proportion of this qualification assessed by externally marked assessment is 100%. The assessment in this qualification is set and marked by AAT, is computer based and is time-limited. This qualification is not graded. To pass the qualification, students must pass one mandatory assessment.

Are there any other costs or equipment I need to get?

Learners on a low income or in receipt of applicable benefits will not pay a fee. You will need regular access to a computer or laptop and reliable internet service to complete this course. Once enrolled, learners will be able to download a free copy of Microsoft Office and will be given access to Microsoft Office 365. You will need a non-programmable calculator.

By the end of the course what should I be able to do?

The skills developed by studying this qualification will give students a solid base from which to seek employment with greater confidence or enable them to progress to the next level of learning. 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 or assistant cashier.

What are the progression opportunities following this course?

The skills developed in this qualification may also underpin those developed further in the Level 2 Certificate in Accounting, this qualification is not part of an apprenticeship. Before enrolling in the AAT Level 2 Certificate in Accounting, which we offer, you will be required to complete a 4-week preparation course. This preparatory course is designed to help you transition smoothly to the next level. It includes blended learning sessions—both online and on campus—delivered through the Mindful Education platform, which we use for further education.