



Level 1 Award in Bookkeeping and Business Skills

Dates: 14/09/2026, 14/09/2026

Locations: Lisson Grove Centre

This programme consists of a Level 1 Award in Bookkeeping, and a Level 1 Award in Business studies. In addition, the programme also offers students the opportunity to prepare for the Level 2 AAT. The purpose of the Level 1 Award in bookkeeping qualification is to provide you with a basic introduction to the bookkeeping skills necessary for entry level roles. You will develop practical accountancy skills in manual bookkeeping tasks and an understanding of the associated documents and the role of a bookkeeper. The purpose of the Level 1 Award in Business Skills qualification is to introduce you to the basic numeracy skills to support everyday business activities and to develop their employability skills. In addition, you will have an opportunity each week to develop your English skills. The Level 1 Award in Bookkeeping and the Level 1 Award in Business Skills are short qualifications are flexible, adaptable to different student needs and requirements and valued by employers in a range of industries.

Entry Requirements

This is a Level 1 course. Learners need to have Entry Level 3 Functional Skills English and Maths. 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?

The Level 1 Award in Bookkeeping Learning outcomes are: Understand the role of the bookkeeper. Understand financial transactions. Process customer and supplier transactions. Process receipts and payments. Understand the benefits and risks of using accounting software to complete bookkeeping tasks. The Level 1 Award in Business Skills qualification covers a range of skills and the relevant supporting knowledge in two mandatory units:

- Working in the business environment
- Using numbers in business.

How will I be taught and assessed?

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

Learners on a low income or in receipt of applicable benefits will not be required to 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 the Level 1 qualifications will give you a solid base from which to seek employment with greater confidence or enable you 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
- assistant cashier

You will also have the opportunity to try the AAT Level 2 course in preparation if you decide to progress.

What are the progression opportunities following this course?

AAT Level 2 Certificate in Accounting.