



**WESTMINSTER
ADULT
EDUCATION
SERVICE**

Level 2 AAT Certificate in Accounting (Online and In Class)

Dates: 17/09/2026, 17/09/2026

Locations: Lisson Grove Centre

This AAT (Association of Accounting Technicians) Level 2 course offers a comprehensive introduction to the fundamental principles of accounting. It is ideal for individuals who are starting out in the field or looking to develop essential financial skills for their career. Delivered in partnership with Mindful Education, the course follows a flexible Online and In Class blended learning model, combining the flexibility of online study with the structure of regular classroom sessions. You will engage with high-quality online learning materials each week and attend regular tutor-led classes. Classroom attendance is fortnightly, and a detailed timetable clearly outlining your online study and in-person sessions will be provided before the course begins to help you plan your time effectively. This course is part-funded, making it more accessible to learners. On successful completion, you may be eligible to progress to a fully funded Level 3 AAT Accounting course.

Entry Requirements

This is a Level 2 course. To enrol, learners are expected to have Level 1 Functional Skills in English and maths and have completed a Level 1 Bookkeeping course. Good digital and IT skills are also essential to support learning and engagement with online course materials.

What topics does the course cover?

The Level 2 course covers a range of key areas, including: Introduction to bookkeeping; Principles of bookkeeping controls; Principles of costing; The business environment. You will also develop business communication and lifelong learning skills, applying your knowledge to real-world industry contexts.

How will I be taught and assessed?

This course is delivered through our flexible Online and In Class model in partnership with Mindful Education, giving you the best of both worlds. Online Learning: You will study award-winning video lessons via the Mindful Education platform, available on demand from your phone, tablet or computer. Lessons include animations and motion graphics, as well as practice questions, downloadable materials and interactive case studies. You should expect to spend approximately 3–6 hours per week studying independently online. In-Class Learning: You will attend regular tutor-led classes on a fortnightly basis. During these sessions,

your tutor will review what you have learned online, reinforce key concepts and provide personalised guidance. You will also benefit from discussion with classmates, helping to build confidence and reinforce your learning. Assessment: Assessment is through computer-based exams for each unit, along with a synoptic assessment that tests your understanding across the full qualification.

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. We may also be able to provide a laptop*. You will need regular access to a computer or laptop and reliable internet service to complete this course. Once enrolled, learners 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?

This qualification will prepare you for junior and entry-level accounting roles. It provides a solid foundation in accountancy, including: Double-entry bookkeeping; Basic costing principles; Use of accounting software. On successful completion, you will be awarded an AAT Level 2 Foundation Certificate in Accounting, an internationally recognised qualification valued by employers.

What are the progression opportunities following this course?

On successful completion, you can progress to the Level 3 AAT Diploma in Accounting (often fully funded for eligible learners through the Adult Skills Fund or via an Advanced Learner Loan). Career opportunities include: Accounts Assistant, Finance Assistant, Credit Control Assistant, Purchase Ledger Clerk