

Business and Management

AAT Bookkeeping Level 2 (Part-Time)

In Brief

Start Date / Duration

The course will start in September 2024 Days and times to be confirmed.

Entry Requirements

No formal qualifications are required although a good standard of Maths and English would be an advantage.

You will achieve

AAT Level 2 Certificate in Bookkeeping.

Course Overview

This programme is geared to providing you with the practical skills and financial expertise to allow you to follow a rewarding career in professional accountancy.

Students who excel in this qualification will be given the opportunity to do the extra modules to gain the AAT Level 2 qualification. Completing an AAT Bookkeeping Level 2 course is a great introduction to the world of finance and accounting. Completing an AAT Bookkeeping Level 2 course is a great introduction to the world of finance and accounting.

After completing the course, you can expect to find entry-level jobs in bookkeeping or accounting such as;

- Accounts Administrator
- Accounts Clerk
- Clerical Assistant
- Finance Assistant
- Trainee Bookkeeper

Course Content

The course provides a thorough foundation in bookkeeping and basic accounting practices, including all aspects of double entry bookkeeping up to and including preparing an accurate trial balance.

How will I be assessed?

You will take two computer-based assessments (each one being two hours) to determine whether you have developed the skills and knowledge you need to qualify. To help you prepare for these assessments, you will have access to e-learning resources and practice assessments.

What Equipment Will I Need?

You will need to provide your own calculator, writing materials and text books.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

- AAT Foundation Certificate in Accounting (Level 2) [<https://www.barnsley.ac.uk/course/aat-association-of-accounting-technicians-level-2-part-time/>] (Bookkeeping units exempt)
- AAT Level 2 (Computerised Accounts) Sage [<https://www.barnsley.ac.uk/course/aat-sage-level-2-part-time/>]

After completing the course, you can expect to find entry-level jobs in bookkeeping or accounting such as;

- Accounts Administrator
- Accounts Clerk
- Clerical Assistant
- Finance Assistant
- Trainee Bookkeeper

How much does the course cost?

This course costs £362. This course may be FREE to study depending on your circumstances – please see the drop-down option below for more details.

You will need to register with AAT. The registration fee of £65 will be payable directly to AAT and this will give you access to study support resources for the qualification's lifetime. AAT membership fee information can be found via the AAT website: Register with AAT | AAT [<https://www.aat.org.uk/registration/register-with-aat>]

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

Extra information

Eligibility for Funding

Part-time courses are only available for learners who are 19 years old and above. You may not have to pay for this course if you are employed but earn below £21,255 a year, or if you receive Job Seekers Allowance, Employment and Support Allowance or Universal Credit. If you are unemployed, actively seeking employment and receive Council Tax Benefit, Housing Benefit, Income Support or WFTC then you may also receive funding for this course. You will need to provide evidence of your eligibility which will be checked at enrolment.

This course is funded by South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA). You must be living in the South or West Yorkshire regions to qualify for funding.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 27th February 2024

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started
Call us on **01226 216 123**