

# Business and Management

## AAT Bookkeeping Level 1 (Part-time)

### In Brief

#### Start Date / Duration

Starting on 7 May, classes run on a Tuesday 3pm-5pm for six weeks, term-time only.

#### Entry Requirements

- Aged 19+
- There are no formal entry requirements for the course, although for the best chance of success, it is recommended that students begin their AAT studies with a good standard of English and maths.

#### You will achieve

AAT Award in Bookkeeping Level 1.

### Course Overview

A great entry point for students to develop their business and finance skills and to gain knowledge and confidence to take on higher level AAT qualifications and to progress in their lives and careers. This qualification will suit those with minimal work experience, students seeking to validate their existing skills or those wishing to test their abilities before progressing further with AAT qualifications and a career in accounting. It may also interest those who are self-employed looking to do more of their own bookkeeping.

### Course Content

The AAT Access Award in Bookkeeping introduces students to manual bookkeeping techniques. The qualification covers a range of bookkeeping skills and relevant supporting knowledge which will be assessed by one end-of-qualification exam.

#### Key areas of study

1. Understand the role of the bookkeeper
2. Understand financial transactions

3. Process customer and supplier transactions
4. Process receipts and payments

## How will I be assessed?

One end of unit exam (1.5 hours duration)

## What Equipment Will I Need?

You will need to provide writing materials and a calculator.

You will also need to register with AAT. A cost will be payable directly to AAT and this will give you access to study support resources for 12 months or until you complete the qualification, whichever comes first.

## Where will I study?

Old Mill Lane campus  
Church Street  
Barnsley  
S70 2AX

## What can I do next?

On completion of this unit, students will be familiar with bookkeeping terminology and will have developed practical bookkeeping skills. Students will gain the confidence to contribute effectively in the workplace and/or to move on to further study such as the AAT Foundation Certificate in Bookkeeping or the AAT Foundation Certificate in Accounting or the Foundation Award in Accounting Software.

In addition, the **Level 2 IT User Skills** qualification would be an ideal opportunity to develop the required skills for the workplace as well as for further AAT studies.

## How much does the course cost?

This course costs £225. This course may be FREE to study depending on your circumstances – please see the drop-down option below for more details.

You will also need to register with AAT. Registration costs are payable directly to AAT and this will give you access to study support resources for the qualification lifetime. More information here <https://www.aat.org.uk/registration/register-with-aat> [<https://www.aat.org.uk/registration/register-with-aat>]

## 19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees . Please refer to our page '[paying for your course.](#)'

## 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) [mailto:info@barnsley.ac.uk]

### Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

### Disclaimer

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

**Last updated:** 7th February 2024

### Want to apply?

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