

Business and Management

AAT Business Skills Level 1 Part-time

In Brief

Start Date / Duration

This course starts on 5 March 2024. Lessons are every Tuesday 3pm-5pm for 6 weeks (plus exam)

Entry Requirements

No previous formal qualifications are required.

You will achieve

AAT Award in Business Skills Level 1

Course Overview

The **AAT Award in Business Skills** course offers the opportunity to develop key practical skills used in everyday business which will improve your employability and help to develop numeracy skills that support business activities. You will gain a practical understanding of how money flows in business and the processes that control sales and purchases. This course will provide a great foundation for progression to further accounting or bookkeeping courses.

For this course you will also need to apply directly to AAT for professional membership. This costs £44 and includes access to study support resources and the ability to be scheduled for the assessment.

Course Content

The qualification covers a range of skills and the relevant supporting knowledge, including:

- Preparing for work
- Using numbers in business
- Sales and purchases in business
- Essential digital skills

How will I be assessed?

You will be assessed by an exam.

What Equipment Will I Need?

None, all equipment will be provided.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

Upon completion, you can progress onto a number of courses, including the Level 1 Award Computerised Accounting (SAGE), Level 1 Access to Bookkeeping or Essential Digital Skills.

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>]

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>]

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.

English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

Disclaimer

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

Last updated: 23rd November 2023

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**