

Level 2 Certificate

# AAT Accounting

Small  
class  
sizes

Outstanding  
Support

Excellent  
Progression

Industry  
Expert  
Teaching

Learner  
Centred



# AAT Accounting

**The Level 2 Certificate in Accounting is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills, and to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance, alongside business and personal skills that are transferable to any sector and additional business knowledge relevant to accountancy.**

## Duration

34 weeks part-time.

## Price

£918\* exc AAT membership. FREE subject to eligibility. Please note that this price is subject to residency and may vary depending on your circumstances.

AAT membership £186\*

## Learning Method

Online and On Campus - on campus classes every Tuesday.

## What will I learn?

- Foundation knowledge needed to progress into employment or further study in accountancy and finance as well as business and personal skills that are transferable to any sector.
- Developing skills in double-entry bookkeeping.
- Understand how to use journals, control accounts, and a trial balance.
- Gain understanding of accounting software packages and how to process financial information in accordance with company procedures and schedules.
- How to provide information to colleagues, suppliers and customers as required.

## Entry Requirements

You should have good numeracy and literacy skills and have GCSE Maths and English at Grade C/4, or an equivalent qualification. The ability to word process under time constraints is also essential.

You are also required to become a member of the AAT professional body and will need to pay the AAT membership fee, which is charged once per level.

*In Partnership with Mindful Education*

## Course units



Introduction to Bookkeeping



Principles of Bookkeeping



Principles of Costing



The Business Environment Synoptic Assessment

### Why should you study at Runshaw?

- Gain exemptions from chartered qualifications upon completion of all three levels
- Industry expert teaching
- Excellent progression routes, as Runshaw offers Levels 2-4

### Progression

On successful completion of this course, you will be awarded the AAT Level 2 Certificate in Accounting (this qualification is also known as an Introductory Certificate in Accounting). Opportunities for employment may include working as an:

- Accounts Administrator/Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator/Officer
- Purchase/Sales Ledger Clerk
- Tax Assistant/Trainee
- Tax Accounts Technician

You may also wish to further develop your skills and knowledge by applying to the AAT Level 3 Advanced Diploma in Accounting.

Where are **you** going?

Accountant

Auditor

Bookkeeper

Payroll

Tax Advisor



#FutureYou

# Level 2 Certificate AAT Accounting

## Funding

This course may be FREE if you...

- are unemployed, looking for work and in receipt of an approved benefit
- are employed, earning less than £25,750 a year before tax (evidence required)

If this criteria doesn't apply to you, you could either:

- pay the fee in full
- pay in four consecutive instalments
- ask your employer to sponsor you

## Other courses we offer

- Level 3 AAT Advanced Diploma in Accounting
- Level 3 Software Development
- Level 5 Associate Diploma in People Management



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*Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment.*