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# AAT Foundation Certificate In Accounting

## Course Code

BBH1C02Y2

## Time and duration

Start Date: 11 January 2021

Start Time: 17:00

Lessons: 37

Weeks: 37

Hours: 166.50

## Location

Distance Learning Course

ZZ99 9ZZ

## Description

This course will prepare you for junior and entry level accounting roles by giving you a solid foundation in finance administration - covering areas such as double entry bookkeeping and basic costing principles. To further develop your skills you can go on to study the Advanced courses and achieve the AAT Accounting Qualification.

There will be a 30 minute break so please bring a snack with you if required

## What Will Happen At My First Lesson

The first week of your course will include Study Skills. Good Study Skills are vital to ensure you gain the best from your course. The Study Skills session will give you the opportunity to discover the best way that you can learn and fully understand the requirements of the course.

## What Qualification/level is this course?

This course is AAT Foundation Certificate at Level 2

## Examinations Venue disclaimer

Please note, you may be required to travel to an alternative ACL Centre when taking your examination or assessment. This will be communicated to you at the earliest opportunity.

## Who is the course for?

This course is the Foundation Certificate in Accounting. It introduces you to finance administration covering areas such as double entry bookkeeping, basic cost principles and using accounts software.

This course offers a solid foundation in finance administration and is aimed at learners who are interested in a career in accountancy.

Most learners will start at Level 2. A good level of numeracy literacy and computer use is essential to cope with the demands of the course.

Learners will undertake an assessment to confirm their entry level and will also have an interview with the course tutor. Following this you will be advised whether you have secured a place on the course.

## What can I expect to learn?

You will learn about finance, accounting communication work ethics and business

The units are

Bookkeeping transactions

Bookkeeping controls

Elements of costing

Accounting Software

Working effectively in finance

## How will I learn?

Your tutor will use a number of different teaching methods to develop your skills. These will include a wide range of authentic materials, individual study, working in pairs/group activities and will include the use of video/audio. You will also have the opportunity to use online learning technologies to develop your skills.

## How will I know how well I am doing?

Your tutor will monitor progress throughout the course by observing activities and giving you direct verbal feedback.

The tutor will check and mark your completed work/assignments and provide developmental feedback.

You will also receive written feedback and set targets at different stages of the course via an Individual Learning Plan.

## Will I have to do any work at home?

A minimum of 6-10 hours of reading and private work will be required for successful completion of the exams which are externally marked to a high standard. Attendance at every session is essential

## What will I need to provide?

You must have access to our VLE and virtual classroom environment via a device that supports Chrome or Firefox.

We will provide you with log ins and instructions.

Pen pencil and notepaper

## Are there any other costs?

AAT registration fees £147

Cost of workbooks dependent on financial situation but full cost of L2 books approximately £95

Sage Online £15

## What can I do next?

Your tutor will be able to advise on further activities and courses to help you progress further in this subject or to complementary subjects.

For ACL courses see [www.aclessex.com](http://www.aclessex.com)

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work. The service offers confidential and impartial advice and is supported by qualified careers advisers.

To make an appointment please call 0800 100 900 (calls are free from landlines and most mobile numbers) or visit their website <https://nationalcareersservice.direct.gov.uk>

## Further Information

For all enquiries regarding this course please contact 0345 6037635.