



Business 2009/2011

Level 2 Programme at Bridges

AAT Foundation in Accountancy

Introduction

If you are looking for a career in accountancy, why not join us on this new AAT programme. Without finance and accounting, businesses could not exist. How would people get paid? How would companies know if they were making a profit?

On the AAT course you will learn practical accounting and financial skills. Skills that you will be able to take into your future career, in fact you will be learning from day one things that you can use in the work place.

Content

The delivery of the course promotes, in an interesting way, skills in:

- Understanding and using business accounting processes
- Dealing with incoming and outgoing payments and receipts
- Preparing Financial Reports
- Working effectively with computers
- Personal Effectiveness and Communication
- Safe and Productive Working Environment

To successfully complete this qualification there are seven units. You will study the following units over a 2-year period:

Unit 1	Recording Income and Receipts
Unit 2	Recording Payments
Unit 3	Entries to Trial Balance
Unit 4	Supplying information for Management Control
Unit 21	Working with Computers (this will include Sage Computerised Accounts)
Units 22 & 23	Achieving Health & Safety and Personal Effectiveness

Assessment

You will need to pass one 3-hour exam which will be set and marked by the AAT. You will also need to complete regular skills tests during your course, for all units; these are exam-based scenarios which test your practical skills. As well as the AAT

qualification you will also have the opportunity to gain a certificate in computerised accounts.

Progression

On successful completion of these qualifications, students may progress on to further studies in accounting. We offer a range of flexible routes full or part-time to become a qualified accounting technician.

Entry Guidance

In order to take part in this course you must have an interest in accounting and bookkeeping, be able to confidently use a calculator and meet the entry criteria as listed below. You must also have a good record of attendance and a positive behaviour report from your school.

Entry Criteria (minimum)

KS3 Predicted Results

- Maths L5 (L6 preferred)
- English L5 (L6 preferred)
- Science L5

There are four stages to entry:

- Application Form – to be submitted through your school
- An opportunity to visit the College and see our facilities and talk to staff
- Invitation to attend a taster session at the College delivered by AAT
- Successful completion of the pre-course session in June 2009