

DURATION, DAY, DATE AND TIME OF THE COURSE:

14 weeks starting on Thursday 3 November 2022, 18.00 - 21.00.

VENUE:

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX.

ENTRY REQUIREMENTS:

- Students joining the Level 2 Certificate course are not required to have any previous experience of bookkeeping or accounting. However, an aptitude for working with numbers is an advantage, plus a good command of the English language. Due to the nature of the assessments, candidates may be required to complete an English language skills test.
- Students progressing from AAT Access to Accounting Level 1.

WHAT QUALIFICATIONS WILL I GET?

Foundation Certificate in Bookkeeping (MT) Level 2.

COURSE DESCRIPTION:

This course focuses on developing your bookkeeping and basic accounting skills, including double-entry.

UNITS/TOPICS COVERED:

- Bookkeeping Transactions
- Bookkeeping Controls

TYPE OF ASSESSMENT:

MT Computer Based Assessment (CBT)

EQUIPMENT NEEDED:

Books, pen, paper, calculator and access to a computer and the internet.

WHERE CAN IT LEAD?

Upon successful completion of this course, you can progress on to AAT Diploma in Accounting Level 3.

COURSE FEE:

£605 Standard Fee / £1,270 Full Fee

If you are 19+ on 31 August 2022 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2022 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.

Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

ADDITIONAL COSTS:

- Course textbooks - you will be required to purchase your own books. Your tutor will advise you which books need to be purchased during your first lesson.
- Re-sit fees - if you are unsuccessful in an assessment you will be required to pay a re-sit fee.
- AAT membership - students will need to join the professional body, Association of Accounting Technicians (AAT) as a student member, within 4 weeks of starting the course. This fee is paid direct to the AAT. You will be unable to take any assessments without this membership.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

To apply online for this course please visit www.esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

