

**DURATION, DAY, DATE AND TIME OF THE COURSE:**

35 weeks, starting on Tuesday 13 September 2022, 18:00 to 21:00 (On Campus).

**VENUE:**

Mode of Study: Part-time On Campus and Online.

We are working in partnership with Mindful Education to create a suite of AAT blended learning courses that provide flexible study options, combining online learning with face-to-face lessons in the classroom at East Surrey College, Gatton Point, London Road, Redhill RH1 2JX.

**PRIOR KNOWLEDGE/SKILLS REQUIRED:**

Previous knowledge of accounting or a Level 1 Bookkeeping qualification would be advantageous but not essential.

**ENTRY REQUIREMENTS:**

There are no formal entry requirements for this course.

**WHAT QUALIFICATIONS WILL I GET?**

Foundation Certificate in Accounting (AAT) - Level 2.

**COURSE DESCRIPTION:**

This AAT (Association of Accounting Technicians) Foundation course is an entry-level accounting qualification, ideal for anyone who is seeking an introduction to basic accounting principles and skills.

This flexible course is delivered in partnership with Mindful Education, and combines online learning with face-to-face lessons in the classroom.

This Level 2 course is part-funded, so the cost for students is reduced. On successful completion of this course, you might be eligible for a fully funded Level 3 course. Please see information on progression below.

Please note: A proportion of this course will be delivered online.

**UNITS/TOPICS COVERED:**

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work Effectively in Finance
- Computerised Accounts

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

## STUDY METHOD – ONLINE AND ON CAMPUS

We have partnered with Mindful Education to deliver this course through our flexible Online and On Campus model.

Online, you will study award-winning video lessons, which are available on demand, and can be viewed from your phone, tablet or computer. Each lesson lasts for around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Practice questions, downloadable lesson materials and interactive case studies help to enhance the learning experience further and you should expect to spend between 3 and 6 hours studying independently online each week (depending on your level of study).

On Campus, you benefit from regular classes with a College tutor who will review what you have learnt during your online lessons. They will be able to provide guidance on progress and assessment. Regular discussion with classmates will help to reinforce key points while also providing the additional support and motivation that comes from being part of a group.

Note regarding Coronavirus (COVID-19): Due to the nature of our Online and On Campus courses, students are able to continue their studies seamlessly. This flexible approach can be easily adapted to suit Government guidance and College policies.

### TYPE OF ASSESSMENT:

This course is assessed through computer-based exams and a synoptic assessment, which draws on and assesses knowledge and understanding from across the qualification.

### EQUIPMENT NEEDED:

Books, pen, paper, calculator, access to the internet, a quiet place to work from home, and a device such as a PC/ laptop or tablet.

### WHERE CAN IT LEAD?

On successful completion of this course, you can progress to higher levels of the AAT Accounting Qualification (Level 3 and then on to Level 4). Under the National Skills Fund initiative, you might be eligible for a fully funded Level 3 course. Alternatively, you can apply for an Advanced Learner Loan to cover the cost of your Level 3 study. Please speak to Client Services for more information.

### COURSE FEE:

£823 Standard Fee / £1,560 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](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://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.

