

A woman with dark hair tied back, wearing a dark blue shirt with white polka dots, is sitting at a wooden desk. She is smiling and looking at a white document she is holding with both hands. In front of her is a silver laptop. To her right, a gold desk lamp is visible. The background shows a window with grey curtains and a bookshelf with books. The left side of the image has a magenta overlay with white text.

# AAT BOOKKEEPING

LEVEL 1

## OVERVIEW

- > Basic entry qualification that provides solid grounding for students with no previous bookkeeping knowledge or experience
- > 10 week course
- > Studied on a part-time basis
- > Classroom based
- > Assessment involves a final computer based assessment under exam conditions





## **UNITS OF STUDY AND ASSESSMENT METHODS**

As part of the course you will study a range of units including:

- Understand the role of the bookkeeper
- Understand financial transactions
- Process customer and supplier transactions
- Process receipts and payments

- > This course is based on learning and applying theory within a set exam. Knowledge and skills are tested via a computer based assessment, run entirely on PCs or laptops.
- > To achieve competency, each exam requires a 70% pass rate.



## **PROGRESSION OPPORTUNITIES**

**This course is a good introduction for those with an interest in bookkeeping, looking to gain the basics in accounting, accounting terminology and some accounting functions. The course provides opportunities, upon successful completion, to progress onto the AAT Level 2 Foundation Certificate in Accounting.**

**Successful completion of the course may lead to employment in a range of roles, including:**

- Cashier/Clerical Assistant**
- Bookkeeper**





# AWARD WINNING TEAM

aat

Training Provider  
AWARDS 2018

Shortlisted

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Training Provider  
AWARDS 2017

Winner

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AAT TRAINING  
PROVIDER  
AWARDS 2020

SHORTLISTED