

# AAT Foundation Certificate in Accounting

## Level 2

This Level 2 Certificate qualification is designed to provide the essential basic understanding of the subject for those working in, or intending to work in, accounts. It covers bookkeeping to trial balance, using both manual and computerised techniques. The programme is designed to provide the maximum flexibility to students from a wide range of circumstances and diverse backgrounds, allowing them to gain skills and knowledge based on nationally agreed standards of competence.

**Course duration:** 35 weeks part-time

**Price:** £632.50

### What will I learn?

The course comprises of five units, all of which must be studied. The units are as follows:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work Effectively in Finance
- Using Accounting Software

### How will I be assessed?

All AAT assessments are practical computer based assessments, available to sit periodically throughout the year. Assessments may be:

- Computer marked – meaning you will get your provisional results straight away
- Partially computer marked and partially human marked – you will get your results within six weeks
- Human marked – you will get your results within six weeks

This qualification also includes a synoptic assessment, which draws on and tests your understanding of connections between different topics covered across the qualification.

### What are the entry requirements?

You should have good numeracy and literacy skills and have GCSE Maths at Grade A\*-C/ Grade 9-4, or an equivalent qualification. The ability to word process under time constraints is also essential.

You are also required to become a member of the AAT and will need to pay the annual AAT membership and one-off administration fee. For anyone new to AAT there is a £49 one-off admin fee and a £101 annual membership fee (price correct May 2021).

To be accepted on the course, other factors will also be taken into consideration including:

- commitment to study
- previous skills, experience and success

### What progression is there?

On successful completion of this course, you will be awarded the AAT Level 2 Certificate in Accounting (this qualification is also known as an Introductory Certificate in Accounting). Opportunities for employment may include working as an:

- Accounts Administrator/Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator/Officer
- Purchase/Sales Ledger Clerk
- Tax Assistant/Trainee
- Tax Accounts Technician

You may also wish to further develop your skills and knowledge by applying to the AAT Level 3 Diploma in Accounting.

### Where will I study?

**Evening:** Tuesday 5:30pm-8:30pm  
Runshaw College, Leyland Campus,  
Langdale Rd, Leyland PR25 3DQ.

This course will be delivered through blended learning. This means a mix of online delivery and a small amount of classroom-based lessons, with social distancing measures in place. This is under regular review and any changes will be updated here.

### How do I find out more and apply?

For more information about the course, contact the Adult Admissions Office by emailing [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk) or call 01772 642040. To apply online, please go to [www.runshaw.ac.uk/apply](http://www.runshaw.ac.uk/apply)

### Anything Else?

You will be required to buy text books for this course and will be sent details before the course starts. These books will be available in the library subject to availability.

The AAT has clear, transparent guidelines for potential students who have faced bankruptcy, have a criminal conviction or have arrangements with creditors.

If these circumstances apply to you, please visit the AAT website at [www.aat.org.uk](http://www.aat.org.uk) for more information.

This information is correct at time of printing but may be subject to amendment and we reserve the right to cancel courses.



What's your **#future?**

### Money Matters

Depending on your circumstances, you may be eligible to study this course free of charge.

To find out more about the financial support available to you please contact Student Services 01772 643020 or visit the 'Money Matters' page on our website [www.runshaw.ac.uk](http://www.runshaw.ac.uk).

**Small**  
class sizes

**Excellent**  
progression

**RUNSHAW COLLEGE**

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[justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk) | [www.runshaw.ac.uk](http://www.runshaw.ac.uk)