

AAT Accounting Level 2



In a nutshell

During this course, you'll gain practical, internationally recognised finance and accountancy skills and you'll be prepared for external examinations with AAT (Association of Accounting Technicians). The course offers an excellent route to becoming a chartered accountant.

This course is for you if...

- ... You enjoy working with numbers
- ... You want to work in an accountancy setting
- ... You have your sights set on working with local authorities, insurance companies, banks or accountancy practices
- ... You want to aim higher with further study

What will I be doing?

Apply online at www.coleggwent.ac.uk

studentrecruitment@coleggwent.ac.uk | 01495 333777 (Croesawn alwadau yn Gymraeg)





COURSE INFORMATION LEAFLET

Combining vocational and practical learning, you'll develop skills relevant to working in an accounting or finance environment, covering units in:

- Preparing and recording financial documentation
- Maintaining and reconciling the cash book
- Maintaining petty cash records
- Processing business transactions and extracting a trial balance
- Maintaining the journal and control accounts
- Providing basic cost and revenue information
- Computerised accounting
- Working effectively in accounting and finance, covering communication skills, understanding of role and function, managing self and team working
- Introduction to payroll and computerised payroll/spreadsheets

What is expected of me?

GCSE Maths and English Grade C or above is preferable. However, if you have a Grade D or equivalent, you'll be able to enrol on the course but will be expected to complete GCSE Maths and English alongside your studies. You'll automatically be enrolled as part of your full-time programme here at Coleg Gwent.

If you have previous accountancy or finance experience, you may sit an online skills check at www.aatskillcheck.org/ to enable you to decide whether to start at Level 2 Certificate or Level 3 Diploma.

Once you're on the course, you'll need to make a full commitment to attendance, respect for others, enthusiasm for the subject and self-motivation.

You'll be continually assessed through assignments and exams, and you'll be keen to continue your studies and coursework during your own time.

What comes next?

On completion of this course, you can progress onto the AAT Diploma Level 3 Accounting or a business-related programme.

Additional information

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COURSE INFORMATION LEAFLET

To study an AAT course, you need to join the AAT as a student member, as well as enrol at the college. The AAT offers a range of benefits for student members including support, help finding a job and exclusive discounts.

Cost of membership to AAT is approximately £120.00 per annum. (First year of registration is £150).

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