

## AAT Access Award Bookkeeping Level 1



### In a nutshell

Are you interested in developing a new career or developing the skills you need to be self-employed? If so, this accounting course could be the perfect launch into an exciting new direction with AAT.

This short course covers the fundamental starting-knowledge to move into study on a broader basis and would be ideal for those unsure or nervous about undertaking the Foundation Certificate at this stage.

The majority of learners progress to the Foundation Certificate in AAT, which can also be studied at Coleg Gwent.

### This course is for...

...You're looking to develop a career or become self employed in finance or accounting

...You're looking to develop your knowledge



# COURSE INFORMATION LEAFLET

...You're seeking a career change or to move back into study or employment after a significant amount of time away.

## Course content

During this course you'll learn the fundamental skills and role of a bookkeeper:

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

## Entry Requirements

There are no formal entry requirements for this course. However, learners should have a good grasp of written and spoken English and be able to read and interpret basic financial information. The desire to study further and develop a career in finance or accounting is vital.

## Additional information

On top of the course and exams fees, there'll be additional costs payable directly to the Association of Accounting Technicians (AAT) as you'll be expected to join and pay for membership of the AAT professional body. All costs are under review and subject to change.