

## AAT Certificate in Accounting Level 2



### In a nutshell

This course gives you practical, internationally-recognised finance and accountancy skills that can open doors in many industries around the world. It's ideal if you want to work in an accounting role, for example with local authorities, insurance, banks or an accountancy practice, and it offers an excellent route to becoming a Chartered Accountant.

### This course is for...

... a job as an accounts administrator, accounts assistant, accounts payable clerk, purchases/sales ledger clerk, trainee accounting technician or trainee finance assistant

... a career in accountancy or finance

... anyone wanting to progress onto degree level studies in Business

### Course content



# COURSE INFORMATION LEAFLET

The Level 2 Certificate in Accounting covers a broad range of core accounting skills, as well as accountancy-related business skills and personal skills. Key themes run throughout the suite of accounting qualifications, including technology, ethics, sustainability and communication. This qualification comprises four mandatory units:

Introduction to Bookkeeping  
Principles of Bookkeeping Controls  
Principles of Costing  
The Business Environment

The purpose of this qualification is to ensure that you are well rounded and well prepared to progress into a career in business, finance or professional accountancy, or into further education.

You will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers. You will also learn an understanding of accounting software and develop professional skills and behaviours needed to contribute effectively in the workplace. IT skills and an understanding of the business environment will also be covered. You will be introduced to elements of contract law, employment law and company law.

Three units are assessed individually in end-of-unit assessments.

You will also be required to sit a synoptic assessment that draws on and assesses knowledge and understanding from across a number of units.

## Entry Requirements

If you have any previous accountancy or finance experience, you can sit an online skills check at [www.aatskillcheck.org/](http://www.aatskillcheck.org/) to help you decide whether to start at Level 2 Certificate or Level 3 Diploma. If you feel you should start at Level 3, you'll have an interview assessment to make sure you're on the right level of study.

## Additional information

To study this qualification you'll need to join the AAT as a student member, this is approximately £172.

Apply online at [www.colegwent.ac.uk](http://www.colegwent.ac.uk)

[studentrecruitment@colegwent.ac.uk](mailto:studentrecruitment@colegwent.ac.uk) | 01495 333777 (Croesawn alwadau yn Gymraeg)





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There will be an additional charge of around £120 for course materials. All costs are under review and subject to change.

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