

AAT Certificate in Bookkeeping Level 3



In a nutshell

The Level 3 Certificate in Bookkeeping develops existing skills and knowledge to an advanced level for anyone wishing to pursue a career in Bookkeeping.

The qualification offers progression for students who already have bookkeeping knowledge, either to gain employment in a bookkeeping role or to progress to further study.

This course is for you if...

...you have completed AAT Level 2 Accounting or AAT Level 2 Certificate in Bookkeeping.

...you want to develop your bookkeeping skills in order to progress quickly to employment or to improve your skills as a bookkeeper.

...you want to start with this qualification before progressing to the Level 3 Diploma in Accounting, in order to gain a wider knowledge of accountancy.

What will I be doing?

By completing this qualification, you will develop the skills needed for financial processes including accounting principles and concepts, advanced bookkeeping and preparing financial statements. You will also understand business issues regarding payroll and value added tax (VAT). All of this will be learned in the context of the ethical issues that a bookkeeper may encounter in their professional life.

This qualification comprises two mandatory units:

Financial Accounting: Preparing Financial Statements
Tax Processes for Businesses

The two units are assessed individually through computer-based end of unit assessments.

In developing this qualification, AAT has carried out extensive consultation with and received input from a wide variety of stakeholders, including industry experts, employers and training providers. AAT benefits from being globally recognised and they are valued by leading employers, from small high street firms to large accountancy businesses.

You will also study The London Institute of Banking and Finance (LIBF) Level 3 Certificate in Financial Studies (CeFS).

This course encourages students to become responsible borrowers and sensible savers, and to appreciate the need for financial planning throughout their life.

What is expected of me?

GCSE Maths and GCSE English Grade C or above is preferable.

Once you are on the course, you will need to make a full commitment to attendance, respect for others, enthusiasm and self-motivation.

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

What comes next?

On successful completion of this course, you can progress onto the AAT Level 3 Diploma in



COURSE INFORMATION LEAFLET

Accounting.

Additional information

To study an AAT course, you need to register with the AAT as a student. The college will pay for your AAT registration. You will also need to enrol with the college.

You will need to purchase workbooks at an approximate cost of £45.00. You will also be required to pay a deposit of £35.00 for tutorial books. Your deposit will be returned to you at the end of the academic year, providing the books are returned in good condition.

Apply online at www.coleggwent.ac.uk

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