

## 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?



## 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.

### **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/](http://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.

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

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





## COURSE INFORMATION LEAFLET

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?

This qualification will enable you to seek employment with confidence and / or progress to AAT Level 3 Certificate in Bookkeeping or AAT Level 3 Diploma in Accounting.

Skills developed through this qualification could lead to employment as an:

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Purchase/Sales Ledger Clerk
- Trainee Accounting Technician
- Trainee Finance Assistant

### 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 £55. You will also be required to pay a deposit of £35 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.

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