

## AAT Level 1 Award in Bookkeeping

Location	Stretford Campus
Course Type	Adult
Department	Accounting & Finance
Start Date	Thursday 23rd January 2025
Duration	Part-time, 10 Weeks
Time	10:00 - 15:00
Fee	£ 225.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-AC1A-1200

## Course Overview

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The Level 1 Award in Bookkeeping offers students the opportunity to develop practical bookkeeping skills. This qualification may help students to move on to further study in either accountancy or bookkeeping with AAT, offer a route into employment or be of interest to those already in employment.

You will have weekly sessions on site as well as online resources to support your learning for the daytime classes.

## Course Requirements

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You must be aged 19+. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You should be working towards a minimum of level 1 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams. In the event of a local lockdown due to Covid-19 delivery will be temporarily switched to an online model and platform.

## What You Will Learn

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Students will have the opportunity to develop practical bookkeeping skills, and also learn what working as a bookkeeper is actually like. We will cover the basics of manual bookkeeping, and provide students with a solid foundation of knowledge, allowing them to begin their progression towards a career in finance or business.

## Assessment

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One Examination

## Progression

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The skills developed in this qualification may also underpin those developed further in the following Level 2 qualifications: Level 2 Certificate in Bookkeeping  
Level 2 Certificate in Accounting

## Career Options

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The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a:

trainee bookkeeper

accounts administrator

billing/payments administrator/coordinator

accounts junior

accounts receivable/payable assistant

procurement and finance assistant

assistant cashier

## Mandatory Units

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Bookkeeping Fundamentals

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.