General Enquiries
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AAT Level 3 Advanced Certificate in Bookkeeping

Location	Stretford Campus
Course Type	Adult
Department	Accounting & Finance
Start Date	Monday 16th September 2024
Duration	Part-time, 1 Year
Time	16:00 - 21:00
Fee	£ 1265.00 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-AC3C-1100

Course Overview

Our level 3 qualification offers you the chance to build upon skills gained at Level 2. Through the study of final accounts preparation, management accounting and VAT you will gain confidence in industry practice. In addition, you will gain invaluable skills in spreadsheet software and understand professional ethics in accounting. You will be provided with online resources to support your studies alongside your face to face classroom sessions.

Course Requirements

You must be aged 19+. You are expected to have achieved GCSE Maths and English at a grade C or above and a merit at level 2 accounting. 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 will be expecting to be working towards a minimum of a level 2 for both Maths and English to commence the programme.You must have access to a computer/laptop at home supported by Wi Fi.

What You Will Learn

On this course, students will learn about tax processes for organisations and the principles of payroll.students will also further their knowledge of how to use advanced double entry bookkeeping, prepare financial statements, complete financial statements for sole traders and partnerships, and prepare accounting records.

Assessment

Examinations per unit

Progression

Successful completion of this course to a merit standard alongside excellent attendance will provide you with one of the entrance requirements for the Level 4 AAT Professional Diploma in Accounting.

Career Options

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

ú an Accounts Payable and Expenses Supervisor

ú an Assistant Accountant

ú an Audit Trainee

ú a Credit Controller

ú a Finance Assistant

ú a Finance Officer

ú a Payroll Supervisor

ú a Senior Bookkeeper

ú a Tax Assistant.

Mandatory Units

ú Tax Processes for Businesses*

ú Financial Accounting: Preparing Financial Statements*

ú Management Accounting Techniques

ú Business Awareness

Students undertaking the Level 3 Certificate in Bookkeeping will only sit the exams with an asterisk*.

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

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.