



**This qualification delivers a solid foundation in finance administration and core accounting skills, including double-entry bookkeeping, basic costing and an understanding of purchase, sales and general ledgers.**

## Course Delivery

The AAT qualification is delivered fully online through our partner Peak Accountancy Training either through weekly **“Live Sessions”** or through pre-recorded sessions **“Online Basic Sessions”**.

The **“Live Sessions”** are carried out at a specific timetable throughout the year and sessions last around 3 hours each week and will enable you to participate in live lessons and ask questions. If you opt for the pre-recorded sessions (**Online Basic Sessions**) you can access the sessions at a time convenient for you.

The **“Online Basic Sessions”** have recorded live bite size lessons and you will also receive paper based resources to go with them to use together. You will be able to have one to one support if required.

You can follow a mix of “Live Online” as well as “Online Basic” to suit your needs.

Cambrian Training will be your guide for ordering and logistical information and Peak Accountancy will be the support for all AAT and course work information.

You will need to attend an AAT test centre to sit your unit assessments for each of your units.

## Entry Requirements

You must be employed within Wales for a minimum of 16 hours per week in a financial role.

**Duration of programme is 12 Months.**



**NB - AAT registration and exam fees are not included within the funding and these costs will need to be met by you or your employer.**

## **AAT Level 2 Certificate in Accounting**

### **Introduction to Bookkeeping**

This unit provides an understanding of manual and digital bookkeeping systems, including the associated documents and processes. Students will learn the basic principles of double-entry bookkeeping systems.

### **Principles of Bookkeeping Controls**

This unit explores control accounts, journals and reconciliations. Students will develop the ability to prepare the value added tax (VAT) control accounts as well as the receivables and payables ledger accounts. They'll use the journal to record a variety of transactions, including the correction errors. Students will be able to redraft the initial trial balance, following adjustments.

### **Principles of Costing**

This unit introduces the principles of basic costing and builds a solid foundation in the knowledge and skills required for more complex costing and management accounting tasks.

Students will learn the importance of the costing system as a source of information that allows management to plan, make decisions and control costs.

## **The Business Environment**

This unit provides knowledge and understanding of key business concepts and their practical application in the external and internal working environment. Students will gain an understanding of the legal system and principles of contract law and an appreciation of the legal implications of setting up a business and the consequences this may have. This unit will also give an understanding of how organisations are structured and where the finance function fits.

### **Essential Skills**

If an apprentice has not already achieved GCSE A\*-C (or equivalent) in Maths or A-G in English, they will be required to work towards our Essential Skills programme. Employers see these skills as essential and by holding these qualifications apprentices demonstrate they can apply them in work situations.

- Application of Number Level 2
- Communication Level 1