WAKEFIELD COLLEGE COURSE INFORMATION:

Level 3 Certificate in Bookkeeping

BUSINESS & MANAGEMENT
Wakefield College

START DATE
September

LEVEL
Level 3

STUDY MODE
Part-time

DURATION
6 months

AWARDING BODY
Association of Accounting Technicians (AAT)

LOCATION
Wakefield College

Course Overview

This introduction to the subject will also appeal to those wishing to take their accountancy studies and career in accountancy to the next level. This course will benefit those who are working in a role requiring book-keeping skills, or are wishing to learn these skills.

The Wakefield evening course will be carried out using a blended approach which consists of both face to face teaching and self study. The full day course at Wakefield will be all face to face teaching.

Whichever method of study is chosen, there will be additional learning at home required to support your studies.

What You Will Study

This qualification will help to develop the complex skills and knowledge necessary to work in a bookkeeping role. Students completing this qualification will become competent in financial processes including accounting principles and concepts, advanced bookkeeping and preparing financial statements. They will also be introduced to business issues regarding payroll and value added tax (VAT), including an understanding of the documents and reports produced on payroll software, timescales for submissions and payments.

The course consists of two units:

- Financial Accounting Preparing Financial Statements
- Tax Processes for Business

Attendance Expectations

You will be required to attend sessions dependant on the study method chosen.

Daytime Course – Thursday 9am-4.30pm
Evening Course – Thursday 6pm-9pm

How You Will Be Assessed

Practical tasks are carried out under exam conditions. Exams are set by The Association of Accounting Technicians and exam papers are assessed, marked and graded electronically; you will receive results within 24 hours of the exam. Exams will take place during the day.

For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email **courseinfo@heartofyorkshire.ac.uk**.

To learn more about Wakefield College, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

Quick Links

How to Apply

Student Support

Virtual Tours

Wakefield College

Entry Requirements

GCSE Grade 9-4 in English and Maths or Level 2 Functional Skills in English and Maths.

You will need to have successfully completed the AAT Level 2 in Bookkeeping or Accounting. Consideration will be given to students who have a suitable alternative qualification in accounting and have a job in accountancy or finance and can successfully pass a skills test.

Fee Information

£1,265

Additional Fees
All students are required to register with AAT upon enrolment. The fee for this is payable directly to the AAT. Textbooks will be required to support studies.

Further Study

The Heart of Yorkshire Education Group also offers the AAT Level 3 Diploma in Accounting and AAT Level 4 Diploma in Professional Accounting.

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