



CITY AND ISLINGTON
COLLEGE

wk[©]
Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



**Capital
City
College
Training**

Accounting - Level 3 Diploma (AAT)

This course will provide you with the specialist knowledge and skills required for progressing either to employment in an accounting or finance role or to enable progression to further study accountancy and finance. You will develop skills including an understanding of complex financial processes, such as final accounts, reports and returns, spreadsheet use for accountants, VAT returns and professional ethics. The course will help you identify and use relevant understanding, methods and skills to complete tasks and address problems that are well-defined but also complex.

Please note that this course is run on Tuesday and Thursday evenings.

WHAT WILL I STUDY?

Topics covered can include:

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting

WHAT WILL I NEED?

You will need:

- Accounting - Level 2 Certificate, or equivalent

All applicants must have an interview and assessment to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

Four units are assessed individually in end-of-unit assessments. This qualification also includes a synoptic assessment that students sit towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification.

Start Date: 10 September 2024

Duration: 1 Year

Attendance: Part Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/15138/>



**Capital City
College Group**
www.capitalccg.ac.uk

WHAT WILL IT COST?

ADULTS - LEVEL 3

If you will be aged 19 to 23 prior to the start date of your course, and do not already have a full Level 3 qualification, you may be eligible for a Level 3 entitlement, in which case your study with us will be free. If you are older, or already have a Level 3, we have many other Level 3 courses that are also [free](#) to study. Otherwise, you will have to pay the fees yourself or apply for an [Advanced Learner Loan](#).

Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

This course will help you to move on to higher level courses, or into employment in roles such as an accounts administrator/assistant, finance assistant, accounting technician, credit controller, bookkeeper or payroll supervisor.

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