



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Business Skills - Level 1 Award

The AAT Access Award in Business Skills offers students the opportunity to develop key practical skills used in every business as a route into employment. On completion of this qualification, students will also be equipped with a strong foundation from which to progress to further study with AAT in either accountancy or bookkeeping.

This qualification will suit students with minimal work experience and those who require additional support to progress. This may include younger learners, those on traineeships seeking basic employability skills, and adults seeking to validate their existing skills to enter into the workplace.

For the best chance of success, we recommend students begin their studies with basic English. Basic numeracy will be developed within this qualification so is not required before starting this course.

Units include:

- **Preparing for Work**
- **Using Numbers in Business**
- **Sales and Purchases in Business**

WHAT WILL I STUDY?

A student completing this qualification will develop an understanding of how different organisations operate across both the public and private sectors. They will learn how to contribute effectively in the workplace by working with others, managing their time, behaving professionally and maintaining the security of data. Students will develop the skills to identify jobs that match their skills and abilities and to apply for a job using an application form or CV. Other skills developed will be basic numerical skills needed in the workplace, and in life outside work. These numerical skills range from simple calculations that are used in business, to working with decimals, percentages and fractions, and applying proportions and ratios.

Mathematics for accounting:

- Understanding and developing skills in a range of basic mathematical functions using financial data
- Understanding basic mathematical concepts and applying a range of numerical skills required by financial professionals

Essential accounting procedures:

Start Date: 3 May 2024

Duration: 9 Weeks

Attendance: Part Time

Location: Finsbury Park Centre

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/32802/>



Capital City
College Group

www.capitalccg.ac.uk

- Applying basic accounting terminology to business documents and procedures
- Understanding the principles of single-entry accounting systems, including preparing to record business transactions in the books of prime entry
- Identify types of coding and batch control
- Preparing documents to process receipts and payments
- Preparing a basic profit statement

Creating business documents:

- Understanding which documents should be used within the accountancy function and other areas of business
- Understanding the importance of good quality communications, including knowledge of formal and informal written communications
- Identifying different types of business documents and understanding why it is important to choose the right style for internal and external communications

Accounting in a professional environment:

- Understanding how efficient working practices and personal development will help both individuals and businesses to succeed
- Appreciating how the legal framework and ethical behaviour affect the way a business is run

WHAT WILL I NEED?

- You are currently seeking employment and looking for strong new skills to take to the workplace
- English is your second language and you want to build on your business communication skills
- You are looking to complete a short qualification before committing to a larger study programme

HOW WILL I BE ASSESSED?

There is one assessment for all four units and it is computer-based.

WHAT WILL IT COST?

ADULTS - ENTRY LEVEL, LEVEL 1 AND LEVEL 2

If you will be aged 19+ on 31st August prior to the start date of your course, up to Level 2, then your study with us will be free. You must have lived for 3 years within the EU/EEA/UK prior to the start of your course, you must have lived in the UK before 1st January 2021 and you must have permission to live in the UK for at least 12 months from the first day of learning. 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.

No additional costs.

WHAT CAN I DO AFTER?

Start Date: 3 May 2024

Duration: 9 Weeks

Attendance: Part Time

Location: Finsbury Park Centre

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This course will help you to move on to higher level courses, or into employment in roles in business and accounting.

Start Date: 3 May 2024

Duration: 9 Weeks

Attendance: Part Time

Location: Finsbury Park Centre

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