



CITY AND ISLINGTON  
COLLEGE

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Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training

# Level 2 Certificate in Bookkeeping

This course provides a thorough foundation in bookkeeping and basic accounting practices, including the double-entry bookkeeping system.

## WHAT WILL I STUDY?

This course covers double entry bookkeeping to initial trial balance stage and includes sales ledger and purchase ledger. Two main units are included.

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

## WHAT WILL I NEED?

This course is for adults aged 19+ only. Learners must have achieved a minimum of Functional Skills L1 in both Maths and English (Reading and Writing). An initial assessment and interview will be required for all applicants. This course would be a natural progression route for those who have completed AAT L1 Award in Bookkeeping.

## HOW WILL I BE ASSESSED?

You will be continuously assessed through skills tests and exams. There are two assessments. They are both individual unit assessments:

- Introduction to Bookkeeping - 90 minutes computer-based exam
- Principles of Bookkeeping Controls - 90 minutes computer-based exam

## 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.

**Start Date: 9 September 2024**

**Duration: 21 Weeks**

**Attendance: Part Time**

**Location: Finsbury Park Centre**

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/32804/>



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.

AAT membership fees for L2 Bookkeeping. A one-off registration fee of £68, paid directly to AAT. This registration fee will give you access to the qualification for its lifetime, typically four to five years, and access to the study support resources, and enable you to sit the qualification assessments.

## WHAT CAN I DO AFTER?

After successfully completing the Level 2 Certificate in Bookkeeping, you can choose to study another of our Level 2 courses:

- Level 2 Certificate in Accounting (AAT)

Alternatively, you could choose to advance to one of our Level 3 AAT programmes including:

- Level 3 Certificate in Bookkeeping (AAT)
- Level 3 Certificate in Accounting (AAT)

This course can lead to employment in a variety of Jobs including Trainee Bookkeeper, Accounts Administrator, Finance Assistant, Clerical Assistant

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