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# Level 3 Certificate in Bookkeeping

The AAT Certificate in Bookkeeping offers progression for those who already have bookkeeping knowledge at the Foundation level, either to gain employment in a bookkeeping role or to further their career. This qualification is suitable for those who have completed the AAT Foundation Certificate in Bookkeeping or who already work in a bookkeeping role. On completion of this qualification, you will have an understanding of advanced bookkeeping principles and concepts, preparation of financial statements for sole traders and partnerships, and the issues around indirect tax (VAT in the UK) in business. This is a day-release programme and is suitable for 19+ learners.

## WHAT WILL I STUDY?

The Level 3 Certificate in Bookkeeping consists of two main units:

Financial Accounting: Preparing Financial Statements (FAPS)

You'll learn how to apply the principles of advanced double-entry bookkeeping and how to prepare period-end adjustments, have incomplete information, and how to extend the trial balance. You will also learn how to manage non-current assets, from acquisition to disposal of them, and how to prepare Sole Traders and Partnerships financial accounts.

Tax Processes for Businesses (TPFB)

You'll learn how to calculate VAT, review and verify Making Tax Digital (MTD) VAT returns, and apply VAT legislation requirements. You will also learn how to report VAT-related information and study the implications of errors, late filing, and payments

## WHAT WILL I NEED?

You must

- Be aged 19+
- Have achieved a L2 Certificate in Bookkeeping Qualification
- Have passed L2 Certificate in accounting with only a PASS grade
- Have achieved an equivalent qualification of the above
- Have achieved English and Maths GCSE at grades 4 and above or the equivalent FS Level 2 in both English and Maths. FS English must include both reading and writing at L2.

**Start Date: 16 September 2024**

**Duration: 1 Year**

**Attendance: Part Time**

**Location: Finsbury Park Centre**

<https://www.capitalccg.ac.uk/candi/course/course-detail/pdf/35895/>



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

## HOW WILL I BE ASSESSED?

- Financial Accounting: Preparing Financial Statements - 2.5 hours computer-based exam
- Tax Processes for Businesses - 90 minutes computer-based exam

## 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.

Students will be required to pay a one-off registration fee of £94 to the Awarding body. This one-off fee is for access to the qualification for its lifetime, typically four to five years. Students will be required to purchase textbooks for the two units of study. Textbooks can be purchased from a number of publishers and information will be provided on enrolment.

## WHAT CAN I DO AFTER?

On successful completion of AAT Level 3 Certificate in Bookkeeping, learners can progress on to the following:

- Level 3 Certificate in Accounting

Once you achieve the AAT Level 3 Certificate in Bookkeeping you should aim to apply for Accounts Clerk, Account Manager, or Bookkeeper roles.

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