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COLLEGE

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Westminster  
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The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training

# Accounting - Level 2 Certificate (AAT)

This AAT course provides a solid foundation in accountancy, finance and business, preparing you for work in junior and entry-level accounting roles. Ideal for the internal progressions of students who have completed the AAT Level 2 Bookkeeping qualification and are looking to progress to the Accounting route.

If you've completed the AAT Level 2 Certificate in Bookkeeping Qualification, you will be exempt from completing the first two units of this level (Introduction to Bookkeeping and Principles of Bookkeeping Controls).

## WHAT WILL I STUDY?

The course covers the following main areas:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls
- Principles of Costing
- Business Environment synoptic

## WHAT WILL I NEED?

You will need:

- To have good numeric skills and be able to complete exams and written projects in English
- To have successfully completed the Level 2 Certificate in Bookkeeping

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

## HOW WILL I BE ASSESSED?

You will be continuously assessed through skills tests and exams. There are 4 mandatory externally marked assessments. You must pass all the unit assessments to be awarded a grade (70-79 for a Pass, 80-89 for a Merit or 90+ for a Distinction).

**Start Date:** 4 February 2025

**Duration:** 22 Weeks

**Attendance:** Part Time

**Location:** Tottenham Centre



Capital City  
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[www.capitalccg.ac.uk](http://www.capitalccg.ac.uk)

## 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.

One off AAT Student registration fee of £172.00 paid directly to the awarding body. 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?

Once you have successfully completed this course, you could progress to the Accounting AAT Level 3, AAT Level 3 Bookkeeping or an apprenticeship.

Skills developed through this qualification could lead to employment as:

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Purchase/Sales Ledger Clerk
- Trainee Accounting Technician
- Trainee Finance Assistant

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