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COLLEGE

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Capital  
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Training

# Bookkeeping - Level 2 Certificate

The AAT Level 2 Certificate in Bookkeeping provides individuals with a comprehensive understanding of bookkeeping principles and practices. It focuses specifically on developing the skills necessary for maintaining accurate financial records and preparing basic financial statements.

## WHAT WILL I STUDY?

This qualification comprises two mandatory units (115 guided learning hours in total).

### Introduction to Bookkeeping (ITBK) Unit

This unit provides students with an understanding of manual and digital bookkeeping systems, including the associated documents and processes. Students will learn the basic principles that underpin the double-entry bookkeeping system and will learn that digital accounting systems are automating some of the stages in the process.

- How to set up bookkeeping systems
- Customer transactions
- Supplier transactions
- Processing of receipts and payments
- Transactions into the ledger accounts

### Principles of Bookkeeping Controls (POBC) Unit

This unit builds on the knowledge and skills acquired from studying Introduction to Bookkeeping and explores control accounts, journals and reconciliations. It takes students through a number of processes used in bookkeeping that help verify and validate the entries made. These processes enable the student to understand the purpose of control accounts and associated reconciliations. Students will also understand the use of the journal to the stage of redrafting the trial balance, following initial adjustments.

- Use of control accounts
- Reconcile a bank statement with a cash book
- Use the journal
- Produce trial balances

**Start Date:** 3 September 2024

**Duration:** 21 Weeks

**Attendance:** Part Time

**Location:** Tottenham Centre



Capital City  
College Group

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

## WHAT WILL I NEED?

You don't need any prior qualifications to study, just an interest in finance and a willingness to learn.

## HOW WILL I BE ASSESSED?

To achieve the qualification and be awarded a grade, students must pass both mandatory unit assessments. All assessments are assessed externally and these computer-based examinations are completed at the centre.

## 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.

As part of your studies, you will need to register with the AAT. Membership is required and must be paid by the learner separately.

## WHAT CAN I DO AFTER?

Successful completion of the AAT Level 2 Certificate in Bookkeeping provides individuals with a solid foundation in bookkeeping principles and practices. It equips them with the necessary skills to accurately record financial transactions, maintain reliable financial records, and assist in the preparation of financial statements. This qualification can serve as a stepping stone for further study within the AAT qualification pathway or provide a valuable standalone qualification for individuals seeking employment in bookkeeping or related roles.

Upon successful completion of this course, you will be awarded the AAT Level 2 Certificate in Bookkeeping. Once you achieve the AAT Level 2 Certificate in Bookkeeping you should aim to apply for Trainee Accountant, Bookkeeper, or Junior Accountant roles. You can also progress with us to the Level 3 Certificate in Bookkeeping.

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