



CITY AND ISLINGTON  
COLLEGE

wk<sup>©</sup>

Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training

# Bookkeeping - Level 2 Certificate

The AAT Level 2 Certificate in Bookkeeping provides individuals a comprehensive understanding of principles and practices. It focuses on developing the skills necessary to maintain accurate financial records and prepare 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 underpinning the double-entry bookkeeping system and that digital accounting systems are automating some of the stages in the process. Attendees will learn: How to set up bookkeeping systems, Customer transactions, Supplier transactions, Processing receipts and payments, and 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 several processes used in bookkeeping that help verify and validate the entries made. Use of control accounts, Reconcile a bank statement with a cash book, Use the journal, and Produce trial balances. These processes enable the student to understand the purpose of control accounts and associated reconciliations. Students will also understand using the journal to redraft the trial balance following initial adjustments.

## WHAT WILL I NEED?

Attendees will need the following:

- Functional Skills Level 1 or above in English and maths

In addition, the college might require passing an initial assessment test to ensure skills are appropriate for the course.

## HOW WILL I BE ASSESSED?

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

**Start Date:** 5 September 2024

**Duration:** 20 Weeks

**Attendance:** Part Time

**Location:** Tottenham Centre



Capital City  
College Group

[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.

As part of your studies, you will need to register with the AAT. Membership is required and must be paid by the learner separately. AAT one-off registration fee (UK students) = £65.00. Once registered, you'll be able to study and complete the assessments for the qualification's lifetime.

## WHAT CAN I DO AFTER?

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

**Start Date:** 5 September 2024

**Duration:** 20 Weeks

**Attendance:** Part Time

**Location:** Tottenham Centre

