



CITY AND ISLINGTON  
COLLEGE

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Westminster  
Kingsway College

The College of  
Haringey, Enfield  
and North East London



Capital  
City  
College  
Training

# Business Skills - Level 1 Award

This course gives you a solid foundation to progress to further study with AAT in either accountancy or bookkeeping. You will develop an understanding of how different organisations operate across both the public and private sectors, as well as how to contribute effectively in the workplace by working with others, managing your time, behaving professionally and maintaining data security. The course will help you develop basic numerical skills needed in the workplace and life outside of work.

## WHAT WILL I STUDY?

During the course, you will gain a practical understanding of how money moves in businesses and the processes and procedures that control the sales and purchases processes.

This qualification would be appropriate for anyone who wishes to pursue a range of private or public careers.

The basic numeracy skills you will learn to support everyday business activities will also be helpful in various other activities.

## WHAT WILL I NEED?

There are no formal entry requirements, but you must demonstrate a willingness to learn, basic maths skills, and an understanding of essential maths equipment.

You will need to be able to commit to one day per week to attend and study at the college and three hours per week for independent study.

## HOW WILL I BE ASSESSED?

You will be assessed by one externally set assessment.

**Start Date:** 21 February 2025

**Duration:** 15 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.

## WHAT CAN I DO AFTER?

The skills developed in this course will give you a solid base from which to seek employment with confidence or enable you to progress to the next level of learning.

This qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, such as:

- Data entry Clerk
- Accounts Administrator
- Administrative Assistant
- Customer Service Advisor

You can also progress to AAT Level 2 Accounting or Bookkeeping qualifications if you want to pursue a career in Accounting or Finance.

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