



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
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and North East London



Capital
City
College
Training

Bookkeeping - Level 1 Award

The Level 1 Award in Bookkeeping provides a valuable platform for developing practical bookkeeping skills. This qualification is ideal for students with limited work experience or those who require extra support in their progression.

By choosing to study the Level 1 Award in Bookkeeping, students can gain a comprehensive understanding of the fundamentals of manual bookkeeping. This knowledge can be applied in various finance and business roles, both in the private and public sectors.

For students aspiring to pursue careers in finance or business, this qualification serves as an essential stepping stone. It can also be complemented by the Level 1 Award in Business Skills, forming a strong foundation for future studies with AAT in either accountancy or bookkeeping.

WHAT WILL I STUDY?

Fundamentals of Bookkeeping

This unit aims to provide students with a comprehensive understanding of the significance of accurate and up-to-date financial information in the workplace. It explores the essential roles performed by bookkeepers, including data entry, bank statement reconciliation, managing accounts receivable and accounts payable.

Students will delve into the foundational theory underlying bookkeeping, such as recognizing assets, liabilities, income, expenses, capital, and profit or loss. They will gain knowledge about the distinctions between cash trading and credit trading. Practical skills will be developed to process customer and supplier transactions, record receipts and payments in the cash book, and reconcile amounts with bank statements to facilitate bank reconciliation.

The concept of dual-effect transactions will be introduced, shedding light on how different types of software can support bookkeeping activities. Students will explore the benefits and risks associated with various software options, comparing cloud accounting software with traditional accounting software. Emphasis will be placed on software security and the implementation of measures to safeguard data.

Start Date: 9 September 2024

Duration: 13 Weeks

Attendance: Part Time

Location: Tottenham Centre



Furthermore, students will grasp how the data they generate and the reports they produce serve as valuable resources for management and business owners in making informed decisions. The unit underscores the importance of timely and accurate communication and ethical conduct, emphasizing the significance of confidentiality and data protection.

WHAT WILL I NEED?

You will need:

- Functional Skills Level 1 or above in English (both reading and writing) and maths.

In addition, you may be required to pass an initial assessments test to ensure your skills are at the necessary level to cope with the course.

HOW WILL I BE ASSESSED?

The qualification is assessed in one end-of-qualification assessment.

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.

ADULTS

Entry Level, Level 1, Level 2

If you will be aged 19 or older on 31 August in the year you begin your course, and have been resident in the UK/EU/EEA for the past 3 years, your course may be free, depending on your circumstances. Some courses will have other costs associated, such as for materials and trips. Many of our students are eligible for financial support when studying at college – please [click here](#) for more information.

WHAT CAN I DO AFTER?

Upon successful completion of this course, learners who possess level 1 qualifications in both English and Mathematics will be eligible to apply for the AAT Level 2 Certificate in Accounting qualification. The skills acquired throughout this qualification open doors to employment

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opportunities in various sectors, offering junior or supporting administrative roles in companies. Some potential job roles include:

- **Trainee Bookkeeper:** Develop the necessary expertise to assist with bookkeeping tasks and contribute to financial record-keeping processes.
- **Accounts Administrator:** Take on administrative responsibilities related to accounts, assisting in tasks such as data entry, reconciliations, and supporting financial transactions.
- **Billing/Payments Administrator/Coordinator:** Play a key role in billing and payments operations, ensuring accuracy and efficiency in processing invoices and coordinating payment activities.
- **Accounts Junior:** Support the accounting team with basic financial tasks, including data input, financial reporting, and assisting in the preparation of financial statements.

By acquiring these skills and qualifications, learners position themselves for entry-level positions that provide a solid foundation for further growth and development in the accounting and finance field.

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