



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
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Training

Bookkeeping - Level 1 Award

This is an introductory course in manual bookkeeping, allowing you to move on to further study in either accountancy or bookkeeping or to process to a new position in your current job and industry.

You will develop an understanding of the role of the bookkeeper, including the need for confidentiality and accuracy in their work, and theory such as how to identify assets, liabilities, income and expenses. The course will show you how to identify profit and loss and the differences between trading for cash and trading on credit. You will also develop the skills to process customer and supplier transactions, enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation.

WHAT WILL I STUDY?

Topics covered can include:

- Understanding the role of the bookkeeper
- Understanding financial transactions
- Processing customer and supplier transactions
- Processing receipts and payments

WHAT WILL I NEED?

You do not need to have any previous qualifications.

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

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

Start Date: 22 April 2025

Duration: 13 Weeks

Attendance: Part Time

Location: Tottenham Centre



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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?

This course will help you to move on to higher level courses, or into employment in bookkeeping roles.

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