APPLY ONLINE
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The College of Haringey, Enfield and North East London

Computerised Accounting for Business (RQF) - Level 1 Award

Do you have minimal work experience? Do you need additional support to progress? This course is suitable for 19+ learners who are seeking a career in the finance industry. You do not have to be pursuing a career in Accounting. This level 1 qualification provides you with an introduction to computerised accounting software, bookkeeping and banking procedures. This course will offer you the opportunity to develop key practical skills for use in any business. Units included in this qualification include: Using a computerised accounting application (Sage Cloud), Introduction to book-keeping, Working within book-keeping, Banking procedures. Once you have achieved this qualification you could go on to be employed as a: Bookkeeper Purchase Ledger Clerk Payroll Administrator Credit Controller or you may own your own business and wish to do the accounts yourself. This is an accredited and recognised qualification and offers progression routes into both Business and Accounting Level 1/2 courses here at the college. Although this qualification does not require you to have any prior qualifications or levels of prior learning, you will need to undergo an initial assessments test to determine that this level is right for you. This course is FREE if you meet the eligibility criteria.

WHAT WILL I NEED?

Please be prepared to provide your residency documents such as a passport, EU citizen ID card, UK Birth Certificate or Biometric Card. If you have been in the UK for less than 1 years or have entered the UK with a visa you will need to provide evidence that you are eligible to study in the UK - your visa, your biometric card that covers the duration of your course or any relevant home office documents to support your residency should all be provided. If you're an EU, EEA or Swiss citizen we will need to see evidence of 'Pre-Settled' or 'Settled-status' documents. Also for funding purposes we would need to see evidence of payslips if working (within the last 3 months). If you are receiving benefits (e.g JSA, ESA, Universal Credit (UC), Housing benefits etc. please provide evidence of this).

Start Date: 29 April 2023
Day: Saturday
Time: 10:00 - 14:00
Venue: Tottenham Centre

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