

## General Enquiries

Tel: 0161 886 7070

Email: [info@trafford.ac.uk](mailto:info@trafford.ac.uk) Website: [www.trafford.ac.uk](http://www.trafford.ac.uk)

## AAT Foundation Certificate in Accounting- Level 2

<b>Location</b>	Stretford Campus
<b>Duration</b>	One academic year from September to June with daytime and evening options available 24/09/2020 – 21/06/2021 Monday 17.00 – 21.00 24/09/2020 – 24/06/2021 Thursday 09.30 – 13.30
<b>Full/Part time</b>	Part-time
<b>Department</b>	Business & Accounting



## Course Overview

If you are keen to start to work in accountancy and financial management, our Level 2 course will introduce you to the basics of the industry.

## Course Requirements

You must be aged 19+. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You should be working towards a minimum of level 1 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams. In the event of a local lockdown due to Covid-19 delivery will be temporarily switched to an online model and platform.

## Mandatory Units

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Foundation Synoptic Assessment

## Course Progression

Successful completion of this course alongside an excellent attendance record will provide you with one of the entrance requirements for the Level 3 AAT Advanced Diploma in Accounting.

## Course Assessment

Examinations per unit

## Course Finance

£873

This includes the AAT Assessment costs (£240). Fees are due at enrolment. You are required to register with the AAT. Membership costs are currently £99 per annum; plus a £48 admin fee paid only on initial registration.

For further details please contact Course Enquiries on 0161 886 7070

## Course Potential Careers

The roles you are qualified to perform after completing this qualification include:

Accounts Administrator  
Account Assistant  
Accounts Payable Clerk  
Bookkeeper  
Payroll Administrator  
Payroll Officer  
Purchase/Sales Ledger Clerk  
Tax Assistant  
Trainee Accounts Technician

## Course Additional Information

Part-time