

Bookkeeping Level 1 Award AAT

About the Course

This 16-week course is for learners who would like to study the AAT Level 1 Award in Bookkeeping course.

Learners will develop an understanding of the basics of manual bookkeeping and may wish to pursue careers in finance or business in either the private or public sectors.

Course Learning Outcomes

To achieve this award, you will complete the following units:

Unit 1 Understand the role of a bookkeeper.

Unit 2 Understand financial transactions.

Unit 3 Process customer and supplier transactions

Unit 4. Process receipts and payments

Unit 5 Understand the benefits and risks of using accounting software to complete bookkeeping task.

You will need to register with AAT. Your tutor will give you more information as part of your induction.

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- Initial Assessment is required before you can take this course.
- You will need a calculator, notebook, and pen.
- You will need internet access and an electronic device.
- You are required to take 1 exam.

There are no specific recommended prior learning requirements for this qualification.

If you need any additional support, please call us: 02085836000.

Progression Pathway

**AAT Level 1 Award
in Bookkeeping**



AAT Level 2
Certificate in
Bookkeeping



AAT Level 3
Diploma in
Accounting

The job opportunities that this course could lead to are:

- trainee bookkeeper
- accounts administrator
- billing/payments administrator/coordinator
- accounts junior
- accounts receivable/payable assistant
- procurement and finance assistant
- assistant cashier.



We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk