

What is the course about?

The purpose of this AAT accounting qualification is to provide students with a basic introduction to the bookkeeping skills necessary for entry level roles.

Students will develop practical accountancy skills in manual bookkeeping tasks as well as developing an understanding of the associated documents and the role of a bookkeeper.

Why should I choose the course?

The Level 1 Award in Bookkeeping offers students the opportunity to develop practical bookkeeping skills. This qualification may help students to move onto further study in either accountancy or bookkeeping with AAT, offer a route into employment, or be valuable to those already in employment.

This bookkeeping qualification will particularly suit those students who have had minimal work experience or those who need some additional support to progress their career. This qualification may also interest those who are self-employed or working in small businesses who wish to do their own bookkeeping.

Students should choose to study the Level 1 Award in Bookkeeping if they wish to develop an understanding of the basics of manual bookkeeping. Students completing this qualification may wish to pursue careers in finance or business in either private or public sectors.

What will I learn?

The qualification covers the range of skills and the relevant supporting knowledge in one mandatory unit - Bookkeeping Fundamentals.

- Students completing this qualification will develop an understanding of the role of the bookkeeper, including the needs to produce timely and accurate work and to follow ethical principles.
- Students will learn underpinning theory including how to identify assets, liabilities, income, expenses, profit or loss, and the differences between trading for cash and trading on credit.
- Students will also develop the skills to process customer and supplier transactions, to enter receipts and pay payments into the cashbook, and check amounts against the bank statement in preparation for bank reconciliation.
- Students will be introduced to the dual effect of transactions. This is a fundamental underpinning concept for double entry bookkeeping and will support students who go on to study bookkeeping at level 2.
- Students will also learn the role that software can have in bookkeeping and the benefits and risks that different types of software may bring. They will explore the differences between cloud accounting software and traditional accounting software and learn about the importance of software security and the step that can be taken to keep data secure.



What will the course lead on to?

The skills developed by studying this bookkeeping qualification for adults will provide a solid base from which to seek employment with greater confidence or enable and progression onto the next level of learning.

The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a;

- Trainee bookkeeper
- Accounts administrator
- Accounts junior
- Accounts receivable
- Accounts payable
- Finance assistant
- Assistant cashier.

The skills developed in this qualification may also underpin progression to the [Level 2 Certificate in Accounting](#), also available to study at Warrington & Vale Royal College.

Are there any links with industry and university?

This AAT-accredited course has strong links with industry. Students will benefit from guest speakers who share their professional experience and insights, helping to bring learning to life.

There are also CV writing workshops to support students in preparing for employment, alongside sessions led by the Apprenticeship Team, who can help students secure job opportunities with training prospects.

What support is available?

We have a team of staff dedicated to providing learning support if it is required and a Wellbeing Team that are on hand to offer guidance, support and help when needed.

Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college. For further information about student support please visit: <https://www.wvr.ac.uk/college-life/student-support/>

Why should I choose to study the course at Warrington & Vale Royal College?

Our accounting tutors specialise in their subjects. We also have fantastic progression routes leading on from this course and we strive to help you achieve your goals.

What are the entry requirements?

There are no formal entry requirements for this adult course. However, if you would like to progress to the Level 2 Foundation Certificate in Accounting, you will need good Maths and English skills and will be required to complete an initial assessment before being offered a place. Have you considered taking one of our free adult English or Maths courses to help you prepare? [Click here to view courses.](#)



**Warrington
& Vale Royal
College**

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Winwick Rd, Warrington WA2 8QA

 [wvr.ac.uk](https://www.wvr.ac.uk)

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

What are my funding options?

For more information about funding, please contact our friendly Learner Services Team on 01925 494 400 or learner.services@wvr.ac.uk

Are there any additional costs associated with the course?

There is an additional cost of £47 for AAT membership fee.



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