

LEVEL 2 FOUNDATION CERTIFICATE BOOKKEEPING

Subject Area
Student Type
Study Mode

Accountancy
Adults
Part Time

What is the course about?

The Level 2 Foundation Certificate Bookkeeping enables students to fully understand the role of a bookkeeper and accountant. As a bookkeeping student, you will gain the necessary skills to be able to process transactions through the accounting system and extract a full trial balance.

Why should I choose the course?

Whether you're starting out in employment, changing your career path, or aiming to progress in your current role, the bookkeeping course is designed to boost your skills and improve your career prospects.

Completing this course will help you understand the sector in greater detail and prepare you to progress on to the next stage of your career. You will explore your future career prospects and find out how to reach your goals, whether you aim to work in a finance department or even launch your own bookkeeping business.

What will I learn?

You will develop the necessary skills, knowledge, and understanding to enable you to be a part of the accounting function. You will be able to create sales invoices and credit notes as well as understand the use of a range of documents and accounting terms. You will learn how to make entries in sales and sales returns daybooks, purchases and purchases returns daybooks, cashbook and petty cashbook, and how to transfer those totals to the sales, purchases and general ledgers. You will also learn how to reconcile the bank statement with the cashbook and how to extract an initial trial balance.

There are two units consisting of knowledge and skills assessment criteria:

- Bookkeeping Transactions
- Bookkeeping Controls.

These units ensure students gain the understanding and ability to work effectively in an accounting environment.

What will the course lead on to?

Upon successfully completing your course, you will be able to function confidently as part of an accounting team and perform bookkeeping tasks competently without supervision. The course can lead on to related qualifications including: • Level 2 Certificate in Using Accounting Software • Level 2 Foundation Certificate in Accounts • Level 3 Advanced Certificate in Bookkeeping.



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

Are there any links with industry and university?

Throughout your course, you will benefit from meeting guest speakers and taking parting in CV writing classes hosted by Adele Carr, a leading accountancy recruitment company. Hearing from industry experts will enhance your knowledge of the field and help to prepare you for your future career.

You will also receive a presentation from our dedicated Apprenticeship Team, whose industry connections can help secure you a fantastic job role with training prospects.

What support is available?

We have a team of staff dedicated to providing learning support if required, as well as a Welfare Team that is 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.

Click here for learning support: <https://wvr.ac.uk/college-life/learning-support>

Click here for finance support: <https://wvr.ac.uk/college-life/financial-support>

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

Our accounting tutors are experts within their field and can share their vast industry experience with their students. The department includes a tax expert, an entrepreneur, an ACCA Chartered Accountant and a CIMA Chartered Accountant. We also have fantastic progression routes leading on from this course and continuously strive to help you achieve your goals.

What are the entry requirements?

Completion of initial assessment or completion of the Level 1 Access Award in Bookkeeping. If you wish to progress on to the Foundation Certificate in Accounting then you would need to have good English and maths skills. Have you considered taking one of our free adult English or maths courses to ensure you are ready?

What are my funding options?

For any funding enquiries, please contact our Learner Services Team by calling on 01925 494400 or emailing learner.services@wvr.ac.uk.

For Finance support and enquiries please visit <https://www.wvr.ac.uk/higher-education/higher-education-help-finances/>

Are there any additional costs associated with the course?

£40 AAT student membership registration.



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