

## Course Description and Outline

<b>Course Title</b>	AAT Access Level 1 Award in Accounting		
<b>Level of Course</b>	Level 1	<b>Course Code</b>	Y0885
<b>Duration in Weeks</b>	15 weeks		
<b>Brief Description of Course What will the course cover?</b>	AAT Access is a short qualification to help you develop essential business and finance skills. It will cover 4 units: Essential Accounting Procedures; Mathematics for Accounting; Accounting in a professional environment and Creating business documents.		
<b>Entry Requirements</b>	You will need to attend an assessment session and the 5 week Prepare for AAT Access Level 1 Award in order to enrol on Y0885. To successfully complete this course you will need literacy and numeracy skills at Entry Level 3. You should be able to read and follow instructions and work independently.		
<b>Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:</b>			
<b>1</b>	Describe and apply essential accounting procedures		
<b>2</b>	Apply basic mathematical functions using financial data		
<b>3</b>	Explain the role of a finance professional in any organisational environment		
<b>4</b>	Identify a range of business documents used within the accounting function and other areas of a business		
<b>5</b>			
<b>Equipment Required What will I need to bring to class?</b>	You will need to bring your enrolment slip to the first class, a calculator, along with pens, notebook and USB memory stick. The course book is AAT Access Student Book – Level 1 ISBN 9780435049904 Price £18. 85.		
<b>What courses can I go on to?</b>	AAT Level 2 which is offered by other organisations locally. This will be discussed at a 1:1 meeting at the end of the course. The Idea Store Learning course guide gives details of all our Business courses.		

### **What examination or assessment will there be and what will it involve?**

At the start of the course you will complete an initial assessment consisting of an ICT/Online Literacy and Numeracy assessment. This will provide a starting point for your learning. The Tutor will continuously assess your work and keep a record of your progress.

At the end of the course you will take a computer based exam via Secure Access of one and a half hours (90 minutes)

If you have attended regularly and completed the tasks necessary to achieve the course goals you will gain the necessary reading, speaking, writing and listening skills to continue to the next level.

Please note on all examination courses, it is a requirement that you provide photographic proof of ID. This is for external awarding body and internal invigilation authentication purposes.

### **How will I know I am making progress?**

You will receive regular feedback on practical tasks which will highlight your strengths and areas for improvement. You will have an individual learning plan to monitor your own progress, and you may also want to keep your own diary of your progress.

You will gain more from the course if you commit time to practising outside the classroom.

### **Is there anything else I need to know?**

We expect you to attend all sessions, arrive on time and complete any homework given by your tutor.

In general, we will not allow late entry to any course. In all cases the full fee will be charged.

### **What if I want extra support? Contact the Learner Support and Advice Team**

The Learner Support and Advice Team can support learners to achieve their education and employment goals. Information, advice and guidance are given on a range of issues including financial support, support available for learners who are disabled, and learners with learning difficulties. Come and see one of our experienced and friendly advisors who can help you make the next step. For further information, text **IDEA** and your name to **07950 080 341** or email **ideastorelearning@towerhamlets.gov.uk** and a member of the team will get back to you.

This is a brief description of the course content and is not definitive or exhaustive. The course content may be subject to change without notice however the details above are intended to give a picture of the types of activities which may be included on the course.

Course outlines provide a general summary of the contents and material to be covered during lessons. They are subject to change at the discretion of teachers to meet the needs of learners and should not be regarded as prescriptive lists of activities to be covered.