

COURSE OUTLINE

Title	AAT Foundation NVQ level 2 in Accounting	Code(s)	Y0783
		Level	NVQ level 2 (Full level 2)

What will the course cover?

AAT foundation will provide a good basic knowledge of the Accounting conventions and principles used in all businesses, e.g. ledger accounts to trial balance. It also covers Health and Safety at work, working with computers and personal effectiveness. It will prepare for employment in a variety of jobs from accounts clerk to financial manager.

The course Takes place on Wednesday and Thursday evenings and on Saturdays.

You would be taught using lectures, demonstrations, group and one-to-one work, exercises. You will have access to our Virtual Learning Environment (VLE) during and outside the class (if Internet connection is available).

What previous knowledge or skills do I need to have?

You need to have good Numeracy and Literacy skills as well as be committed, enthusiastic and prepared to study a reasonable amount in your own time.

By the end of the course you will be able to:

Seek employment in Accounting and related field or progress towards AAT/ NVQ Level 3 Accounting qualifications.

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

There will be an initial assessment followed by on-going assessment of progress and achievement.

This course will also include:

Seven skills tests/simulations based on the seven Units provided by the AAT and taken under the supervision from Lifelong Learning. In addition, one external examination to be held in June or December.

How will I know I am making progress?

Your tutor will give you on-going feedback. You will have an individual learning plan to monitor your own progress.

Tutors will give you one-to-one tutorials as well as regular feedback on your progress. Tests and exercises will be carried out to check your progress.

You will gain more from the course if you commit time to it outside the classroom. It is expected that you will need at least **3 hours** per week additional home study time, if you

want to succeed in the course.

When I have finished the course, what can I progress to?

Your tutor can be approached for additional information and advice during the course. From this course you can progress to study on an AAT Level 3 Intermediate in Accounting (equivalent to NVQ Level 3).

What do I need to bring to my first class?

You will need a suitable calculator, along with pens and notebook. Please remember to bring your recommended text book.

Is there anything else I need to know?

In general, we will not allow late entry to any course after the first two weeks.

In all cases the full fee will be charged.

All interested learners need an advice and assessment before they can join the course. These would happen at the time of the interview with one of the course tutors.

At the beginning of the course you need to register with AAT. This fee is £110 and has to be paid by the learners themselves, directly to the AAT.

We would expect that all the learners starting the course to finish. For this we operate a close tutorial / support system for learners. Should learners drop out or not attend exams they may not be able to join this or similar courses with the Service.

During the course you would receive at least two Satisfaction Surveys to complete. They are used by us to monitor and improve the quality of our courses.