

Level 2 Foundation Certificate in **Accounting**

Key info

Type of qualification: Level 2 Certificate

Course Duration: 6 - 12 months

Course overview

This internationally recognised qualification will enhance your skills and prepare you for the first steps into an accounting career.

This course covers a range of basic principles such as costing, double entry bookkeeping and using accounting software. You will gain core skills including processing of payments and receipts, preparing invoices, completing bank reconciliations and business communication skills including letters, memos and informal reports.

You will gain practical, real-world accounting and finance skills, with the freedom to study flexibly, from anywhere. This is also coupled with The Skills Networks award-winning online resources and outstanding learner support.



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Who is suitable?

Unlike some qualifications, there are no entry requirements for the Level 2 Certificate and you don't necessarily need any relevant work experience. This qualification is ideally suited to learners starting their career in finance or those within an administration role within a finance department.

This qualification is also suited to someone new to accounting and finance. If you are starting on your career path with AAT, we suggest you begin with the Level 2 Certificate before progressing onto the Level 3 Diploma. The AAT Skillcheck can help guide you on which qualification you should start with.

The Skills Network can guide you through all three layers of AAT, taking you through all three qualifications.

Learning method

Studying via distance learning means you can choose when and where they study.

This course is available:



The online course is available on The Skills Network's online learning platform, **EQUAL**. Online learning with a difference, **EQUAL** features:

- **Exciting and engaging content**
- **Interactivity – featuring videos and games to enhance learning**
- **Virtual tutors who offer hints, tips and guidance throughout the course.**

What you will learn

This course is split into five manageable units, with additional synoptic revision units:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work Effectively in Finance
- Using Accounting Software
- Additional Synoptic Assessments Preparation.

Benefits

- Gain a nationally recognised qualification
- Improve your skills to help create a long-standing career pathway in bookkeeping and accounting
- Courses are delivered as distance learning, allowing learners to choose when and where to study
- Personal tutors are assigned to ensure learners have the support needed to succeed.

Entry Requirements

- Learners must be over the age of 16.