

# Online Adult Accountancy

## Courses available:

- AAT Level 1 Award in Bookkeeping
- AAT Level 2 Certificate in Accounting
- AAT Level 3 Diploma in Accounting
- AAT Level 4 Diploma in Accounting

## Eligibility Requirements:

- Learners are responsible for their own AAT registration fee.

## Progression:

Learners are encouraged to follow the progression pathway from level 1 through to Level 4 Diploma but may be able to start at Level 2 or 3 depending on highest level of qualification and job industry experience.

Please enquire if you are at all unsure as to your suitability and the AAT administrator will be happy to discuss the courses with you: [tricia.lobb@cornwall.ac.uk](mailto:tricia.lobb@cornwall.ac.uk)

## AAT Level 1 Award in Bookkeeping

The Level 1 Award in Bookkeeping offers students the opportunity to develop practical bookkeeping skills. This qualification may help students to move on to further study in either accountancy or bookkeeping with AAT, offer a route into employment or be of interest to those already in employment. This qualification will suit students who have had minimal work experience or those who need some additional support to progress.

Awarding Body	AAT
Duration	12 Weeks
Guided Learning Hours	75
Units	1
Level	1

What will you learn?
<ul style="list-style-type: none"> <li>Develop the skills to process customer and supplier transactions, enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation. Understand the dual effect of transactions and learn the role that software can have in bookkeeping.</li> <li>Explore the differences between cloud and traditional accounting software and learn the importance of software security</li> </ul>

Assessment
<p>Students must successfully achieve one mandatory unit assessment to achieve this qualification. The assessment in this qualification is set and marked by AAT, computer based but must be taken onsite at either our St Austell or Camborne Campus.</p>



## AAT Certificate in Accounting Level 2

The purpose of the Level 2 Certificate in Accounting is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance, alongside business and personal skills that are transferable to any sector and additional business knowledge relevant to accountancy. The qualification offers a broader focus across several subject areas which enhances employability.

Awarding Body	AAT
Duration	1 Year
Guided Learning Hours	255
Units	4
Level	2

What will you learn?
Unit 1: Introduction to bookkeeping
Unit 2: Principles of bookkeeping controls
Unit 3: Principles of Costing
Unit 4: Business Environment

Assessment
Students must successfully achieve the three mandatory unit assessments and one synoptic assessment to achieve this qualification. The proportion of this qualification assessed by externally marked assessment is 100%. All assessments in this qualification are set and marked by AAT. AAT's feedback service provides a summary of students' performance in each assessment.



## AAT Level 3 Diploma in Accounting

The purpose of the Level 3 Diploma in Accounting is to provide students with the specialist knowledge and skills required to progress to employment in an accounting or finance role, or to further study in accountancy and finance. This qualification is a progression route for students who have achieved the Level 2 Certificate in Accounting. It's also suitable for those who have already started their journey studying a related subject and are looking to develop their skills in accounting, or for those who have already started working in finance and who have a need and desire to attain formal recognition of their skills

Awarding Body	AAT
Duration	1 Year
Guided Learning Hours	400
Units	4
Level	3

What will you learn?
<ul style="list-style-type: none"> <li>• Business Awareness</li> <li>• Financial Accounting: Preparing Financial Statements</li> <li>• Management Accounting Techniques</li> <li>• Tax Processes for Businesses.</li> </ul>

Assessment
<p>Students must successfully achieve the four mandatory unit assessments to achieve this qualification. All assessments in this qualification are set and marked by AAT. AAT's feedback service provides a summary of students' performance in each assessment.</p>

## AAT Level 4 Diploma in Accounting

The purpose of the Level 4 Diploma in Professional Accounting is to enable students to acquire professional accountancy and finance skills that will be useful throughout their careers, including drafting financial statements for limited companies, and having the knowledge and skills to use complex management accounting techniques. Students will also develop the ability to analyse accounting systems and their associated controls and having knowledge and skills in specialised accountancy and finance subjects.

Awarding Body	AAT
Duration	1 Year, 3 months
Guided Learning Hours	390
Units	5
Level	4

What will you learn?
<ul style="list-style-type: none"> <li>• Applied Management Accounting</li> <li>• Drafting and Interpreting Financial Statements</li> <li>• Internal Accounting Systems and Controls.</li> <li>• Business Tax</li> <li>• Personal Tax</li> </ul>

Assessment
<p>Students must successfully achieve the three mandatory unit assessments and two optional unit assessments to achieve this qualification. All assessments in this qualification are set and marked by AAT. AAT's feedback service provides a summary of students' performance in each assessment.</p>



## Course Set-up

The course content is provided by an external Awarding Organisation (AAT) and the learning platform and materials are also external to the College (The Skills Network).

The learners are required to attend an interview with the Study Programme Manager and when accepted onto the course they will have a full induction with their tutor.

The learners have weekly Microsoft Teams sessions with their tutor and 1-1 sessions are also available for additional support. A blended delivery is used where the learners are required to take part in independent, self-directed study of the course content on the learning platform alongside the weekly support sessions from the tutors who have additional resources to check for knowledge, skills and understanding.

The tutors recap the course content and use assessment to check understanding. As the tutors are all Accountants working within the industry, they add sector specific content and industry knowledge to the sessions to prepare learners for employment.

The units of work follow the recommended sequence of learning provided by the Awarding Organisation and once they have worked through the content of the unit, they take part in a two-week revision plan where they will undertake mocks and regular assessment of learning. The learners will then sit their exam onsite for each unit of work.

## Initial Assessments and Entry Requirements

- There are no entry requirements for the Level 1 or 2 course, however the interview questions ensure the course is right for the learner. When a learner has not achieved a Level 2 previously, we would ask them to sit the initial assessment prior to interview to capture a better understanding of the learner needs.
- Learners may be able to start at Level 2 or 3 depending on highest level of qualification and job industry experience.
- Learners will undertake a Maths initial assessment to check for any additional learning support requirements and we also check for prior learning and highest level of qualification at the application stage.
- All learners also complete an AAT skills test to inform their entry level and check for prior knowledge and understanding and capture any additional learning support needs.

# Funding and Course Fees

## Funding Criteria and Bursary Information:

### Adult Skills Fund Eligibility (Including Free Courses for Jobs)

- Learners must be aged 19+ at the beginning of the academic year (31<sup>ST</sup> August 25)
- Learners will need to have the right to study in the UK
- Learners must be resident/have a main permanent home in the UK on the first day of their course.
- Learners cannot complete more than one level 2 ASF funded qualification at a time.

### Advanced Learner Loan

An Advanced Learner Loan helps individuals aged 19 and over in England finance approved courses at levels 3 to 6. It's administered by Student Finance England and is similar to student loans for higher education.

### College Bursary

The college has a bursary fund which may cover AAT registration, provided your personal income is below £32,000. You would need to apply for this separately, following a successful interview

**Learners are responsible for their own AAT registration fee.**

## Funding and Course Fees:

### Level 1

Funding: Adult Skills Fund  
Course Fee: £540 + £47 AAT registration fee.

### Level 2

Funding: Adult Skills Fund  
Course Fee: £633.00 + £186 AAT registration fee.

### Level 3

Funding: Free Courses for Jobs (Adult Skills Fund)  
Course Fee: £1800.00 (Advanced Learner Loan option) + £243 AAT registration fee.

### Level 4

Funding: No funding available (Advanced Learner Loan option)  
Course Fee: £2225.00 + £256 AAT registration fee



## Course Dates and Application Links

### Level 1

**Course dates:**

**Link:** [AAT Level 1 Award in Bookkeeping - Cornwall College](#)

### Level 2

**Course dates:** 6<sup>th</sup> October 25 and 14<sup>th</sup> April 26

**Link:** [AAT Certificate in Accounting Level 2 \(Online\) - Cornwall College](#)

### Level 3

**Course dates:** 16<sup>th</sup> September 25 and 4<sup>th</sup> May 26

**Link:** [AAT Level 3 Diploma in Accounting - Cornwall College](#)

### Level 4

**Course dates:** 11<sup>th</sup> November 25

**Link:** [Accounting AAT Advanced Diploma \(Online\) - Cornwall College](#)