



# Level 2 Foundation Certificate in Bookkeeping (AAT)



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	12 WEEKS PLUS EXAMS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

This level 2 course will start to develop your skills in double entry bookkeeping to Trial Balance along with an understanding of administrative processes.

It is targeted at manual accounting and consists of the following modules:

- > Bookkeeping Transactions
- > Booking Controls.

Both of the modules are assessed by online supervised exams authorised and assessed by the AAT.

## ENTRY REQUIREMENTS

You will need to have a good level of general education with good literacy and numeracy skills. You will be required to undertake a short test to check your current skill levels in these areas.

## FUTURE PROSPECTS

On completion of this level 2 course you can progress to the full level 2 and then onto the level 3 and level 4 Diplomas in Accounting.

## OTHER IMPORTANT INFORMATION

- > Courses are classroom-based and lessons are a combination of theory and practical exercises
- > Homework will also be set each week
- > The course fee does not include registration with the AAT, which must be completed within four weeks of starting your course (at the very latest). Information and prices can be found at [www.aat.org.uk](http://www.aat.org.uk)
- > Any re-sits will be charged at the fees set by the AAT at the time
- > Textbooks will be required for the level 2 Certificate course; information and prices can be found on [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk).

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

\*All of the 'fact' sections were sourced from Economic Modeling Specialists International (EMSI)/[www.economicmodeling.com](http://www.economicmodeling.com) in February 2019.



[www.midkent.ac.uk/Business](http://www.midkent.ac.uk/Business)

**Additional Course Information 01634 402020**



# Level 3 Advanced Certificate in Bookkeeping (AAT)



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	12 WEEKS PLUS EXAMS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

This Level 3 course will build on the knowledge and skills you have developed at Level 2.

You will learn:

- > Advanced bookkeeping, including double-entry bookkeeping, capital expenditure, periods and adjustments and the extended trial balance.
- > Final accounts preparation, including working from incomplete information, producing accounts for sole traders and partnerships, and rules and regulations.
- > Indirect Tax (VAT) to increase your ability to understand and apply legislation and prepare returns.

These modules are assessed by online supervised exams authorised and assessed by the AAT.

## ENTRY REQUIREMENTS

You should have studied and passed the AAT Level 2 Foundation Certificate in Bookkeeping.

## FUTURE PROSPECTS

On completion of this course you could progress to the full level 2 and then onto the level 3 and level 4 Diplomas in Accounting.

## OTHER IMPORTANT INFORMATION

- > Courses are classroom-based and lessons are a combination of theory and practical exercises
- > Homework will also be set each week
- > The course fee does not include registration with the AAT, which must be completed within four weeks of starting your course (at the very latest). Information and prices can be found at [www.aat.org.uk](http://www.aat.org.uk)
- > Any re-sits will be charged at the fees set by the AAT at the time
- > Textbooks will be required for the level 2 Certificate course; information and prices can be found on [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk).

## CAREER OPPORTUNITY

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**Additional Course Information 01634 402020**



# Level 2 Foundation Certificate in Accounting (AAT)



<b>CAMPUS</b>	MAIDSTONE AND MEDWAY
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	36 WEEKS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

This level 2 course will start to develop your skills in double entry bookkeeping along with an understanding of administrative processes.

It is predominantly targeted towards manual accounting but there is also an element of computerised accounting to introduce you to the subject and other related software applications. You will learn how to work with the purchase ledger, sales ledger and general ledger, and will also gain a basic understanding of costing.

Level 2 consists of the following modules:

- > Bookkeeping Transactions
- > Booking Controls
- > Elements of Costing
- > Using Accounting Software
- > Working Effectively in Finance.

Four of the modules are assessed by online supervised exams authorised and assessed by the AAT. There will also be a summative synoptic assessment that covers all modules except computerised accounting.

## ENTRY REQUIREMENTS

You will need to have a good level of general education with good literacy and numeracy skills. You will be required to undertake a short test to check your current skill levels in these areas.

## FUTURE PROSPECTS

On completion of the level 2 course with a good Merit grade, you can progress to the level 3 and level 4 Diplomas in Accounting.

## OTHER IMPORTANT INFORMATION

- > Courses are classroom-based and lessons are a combination of theory and practical exercises
- > Homework will also be set each week
- > The course fee does not include registration with the AAT, which must be completed within four weeks of starting your course (at the very latest). Information and prices can be found at [www.aat.org.uk](http://www.aat.org.uk)
- > Any re-sits will be charged at the fees set by the AAT at the time
- > Textbooks will be required for the level 2 Certificate course; information and prices can be found on [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk).

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

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**Additional Course Information 01634 402020**



# Level 3 Advanced Diploma in Accounting (AAT)



<b>CAMPUS</b>	MAIDSTONE AND MEDWAY
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	38 WEEKS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

This course will expand on the knowledge learned in the level 2 programme and includes the following modules:

- > Advanced Bookkeeping
- > Final Accounts Preparation
- > Management Accounting: Costing
- > Indirect Tax (VAT)
- > Ethics for Accountants
- > Spreadsheets for Accounting.

Four of the modules are assessed through supervised online exams, authorised and assessed by the AAT. There will also be a summative synoptic exam that covers all of the units.

## ENTRY REQUIREMENTS

You will need to have a good level of general education with good literacy and numeracy skills. You will need to be able to do manual double entry bookkeeping. You will be required to undertake a short test to check your current skill levels in these areas.

If you are progressing from the level 2, you will need to have achieved at least a good Merit grade.

## FUTURE PROSPECTS

On completion of the level 3 course, with a good Merit grade, you can progress to the Level 4 Professional Diploma in Accounting.

## OTHER IMPORTANT INFORMATION

- > Lessons are classroom-based and combine theory and practical work
- > Homework is set each week to be handed in and assessed by your tutor
- > The course fee does not include registration or renewal of AAT membership, which is payable directly to the AAT. Membership and renewal fees are available at [www.aat.org.uk](http://www.aat.org.uk)
- > Textbooks will be required for this course, available from [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk)
- > Any re-sits will be charged at the fee set by the AAT at the time.

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

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**Additional Course Information 01634 402020**





# Level 4 Professional Diploma in Accounting (AAT)



<b>CAMPUS</b>	MAIDSTONE AND MEDWAY
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	ONE YEAR AND ONE TERM OR TWO YEARS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

At this level you will learn how to prepare published accounts for limited companies. You will study management accounting with a focus on preparing budgets and analysing performance, in addition to producing tax returns for individuals and sole traders, partnerships and limited companies.

### Core modules:

- > Financial Statements of Limited Companies
- > Management Accounting: Budgeting
- > Management Accounting: Decision and Control
- > Accounting Systems and Controls.

### Optional modules:

- > Personal Tax
- > Business Tax.

## ENTRY REQUIREMENTS

You will need to have successfully completed the Level 3 Advanced Diploma in Accounting (AAT) at a minimum of a Merit, and will need to pass an entry test at interview.

## FUTURE PROSPECTS

Upon completion of the level 4 programme you can progress onto either ACA, ACCA, CIMA, or ATT. Successful students at level 4 can also upgrade to full membership of the AAT.

## OTHER IMPORTANT INFORMATION

- > Lessons are classroom-based and combine theory with practical work
- > Homework is set each week to be handed in and assessed by your tutor
- > Students are responsible for maintaining membership with the AAT. Membership fees are payable direct to AAT, with fees available at [www.aat.org.uk](http://www.aat.org.uk)
- > Five of the modules are assessed through computer-based exams (results will take approximately six weeks). There will also be a synoptic assessment that covers all of the core units
- > You will need to purchase your own books; information and prices can be found on [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk)
- > Any re-sits will be charged at the fee set by the AAT at the time.

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

\*All of the 'fact' sections were sourced from Economic Modeling Specialists International (EMSI)/[www.economicmodeling.com](http://www.economicmodeling.com) in February 2019.



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**Additional Course Information 01634 402020**





# Level 2 Apprenticeship in Accounting (AAT)



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	36 WEEKS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

Earn while you learn on an apprenticeship with the College. Your apprenticeship will provide you with the skills, experience and knowledge you need to progress in your chosen career. This will include a combination of on-the-job training, studying for your qualification at College and English, maths and possibly ICT depending on any prior GCSEs.

This level 2 programme will start to develop your skills in double entry bookkeeping along with an understanding of administrative processes.

It is predominantly targeted towards manual accounting but there is also an element of computerised accounting to introduce you to the subject and other related software applications. You will learn how to work with the purchase ledger, sales ledger and general ledger, and will also gain a basic understanding of costing.

Modules include:

- > Bookkeeping Transactions
- > Booking Controls
- > Elements of Costing
- > Using Accounting Software
- > Working Effectively in Finance.

Four of the modules are assessed by online supervised exams authorised and assessed by the AAT. There will also be a summative synoptic assessment that covers all modules except computerised accounting.

## ENTRY REQUIREMENTS

You will need to have the following:

- > Employment within the sector with a contract of employment for at least 30 hours per week
- > A good standard of education with five GCSEs at grade C/grade 4 and above including English and maths (or equivalent)
- > Satisfactory completion of the College initial assessment.

## FUTURE PROSPECTS

On completion of the level 2 programme with a good Merit grade, you can progress to the level 3 and level 4 Diplomas in Accounting.

## OTHER IMPORTANT INFORMATION

- > Courses are classroom-based and lessons are a combination of theory and practical exercises
- > Homework will also be set each week
- > The course fee does not include registration with the AAT, which must be completed within four weeks of starting your course (at the very latest). Information and prices can be found at [www.aat.org.uk](http://www.aat.org.uk)

- > Any re-sits will be charged at the fees set by the AAT at the time
- > Textbooks will be required for the level 2 Certificate course; information and prices can be found on [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk).

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

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# Level 3 Apprenticeship in Accounting (AAT)



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	38 WEEKS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

Earn while you learn on an apprenticeship with the College. Your apprenticeship will provide you with the skills, experience and knowledge you need to progress in your chosen career. This will include a combination of on-the-job training, studying for your qualification at College and English, maths and possibly ICT depending on any prior GCSEs.

This programme will expand on the knowledge learned in the level 2 programme and includes the following modules:

- > Advanced Bookkeeping
- > Final Accounts Preparation
- > Management Accounting: Costing
- > Indirect Tax (VAT)
- > Ethics for Accountants
- > Spreadsheets for Accounting.

Four of the modules are assessed through supervised online exams, authorised and assessed by the AAT. There will also be a summative synoptic exam that covers all of the modules.

## ENTRY REQUIREMENTS

You will need to have the following:

- > Successful completion of the level 2 apprenticeship with a good Merit grade or a suitable level 2 programme
- > Employment within the sector with a contract of employment for at least 30 hours per week
- > A good standard of education with five GCSEs at grade C/grade 4 and above including English and maths (or equivalent)
- > Satisfactory completion of the College initial assessment.

## FUTURE PROSPECTS

On completion of the level 3 programme, with a good Merit grade, you can progress to the Level 4 Professional Diploma in Accounting.

## OTHER IMPORTANT INFORMATION

- > Lessons are classroom-based and combine theory and practical work
- > Homework is set each week to be handed in and assessed by your tutor
- > The course fee does not include registration or renewal of AAT membership, which is payable directly to the AAT. Membership and renewal fees are available at [www.aat.org.uk](http://www.aat.org.uk)

- > Textbooks will be required for this course, available from [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk)
- > Any re-sits will be charged at the fee set by the AAT at the time.

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

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**Additional Course Information 01634 402020**



# Level 4 Apprenticeship in Accounting



<b>CAMPUS</b>	MAIDSTONE
<b>TYPE OF COURSE</b>	PART-TIME
<b>COURSE LENGTH</b>	ONE YEAR AND ONE TERM OR TWO YEARS
<b>APPLICATION METHOD</b>	MIDKENT COLLEGE WEBSITE
<b>VALIDATED BY</b>	AAT

## THE DETAILS

Earn while you learn on an apprenticeship with the College. Your apprenticeship will provide you with the skills, experience and knowledge you need to progress in your chosen career. This will include a combination of on-the-job training, studying for your qualification at College and English, maths and possibly ICT depending on any prior GCSEs.

At this level you start to look at preparing published accounts for limited companies. You will also look in more depth at management accounting on how to prepare budgets and analyse performance, in addition to producing tax returns for individuals and also for sole traders, partnerships and limited companies.

Core modules include:

- > Financial Statements of Limited Companies
- > Management Accounting: Budgeting
- > Management Accounting: Decision & Control
- > Accounting Systems and Controls.

Optional modules:

- > Personal Tax
- > Business Tax.

## ENTRY REQUIREMENTS

You will need to have the following:

- > Successful completion of the level 3 apprenticeship with a good Merit grade or a suitable level 3 programme
- > Employment within the sector with a contract of employment for at least 30 hours per week
- > A good standard of education with five GCSEs at grade C/grade 4 and above including English and maths (or equivalent)
- > Satisfactory completion of the College initial assessment.

## FUTURE PROSPECTS

Upon completion of the level 4 qualification you will be in a position to progress onto either ACA, ACCA or CIMA or ATT. You can also become a full member of AAT. You could train in roles like:

- > Accounts manager
- > Accounting technician.

## OTHER IMPORTANT INFORMATION

- > The lessons are a great combination of theory and practical work
- > Homework is set each week to be handed in and assessed by your tutor
- > You will need to have AAT registration or renewal of membership (payable directly to the AAT)

- > Up-to-date information on renewal costs is available at [www.aat.org.uk](http://www.aat.org.uk)
- > Seven textbooks will be required for this course; information and prices can be found on [www.osbornebooks.co.uk](http://www.osbornebooks.co.uk)
- > Any re-sits will be charged at the fee set by the AAT at the time.

## CAREER OPPORTUNITY

A chartered and certified accountant in the Maidstone and Medway area can expect to earn on average £21.59 per hour.\*

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