

### Welcome to Chichester College

Dear Student

Thank you for choosing to study T Level L3 Accounting (Year One). I am the Study Programme Leader and look forward to working with you over the next year.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

If your course requires the purchase of uniform or kit, you will find attached order forms to complete. Please order as

soon as possible to guarantee delivery in time for start date.

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

#### Course Details:

Course Code: CACC036F1A

Duration: Sept '24 to June '25

Attendance: \*13 Hours per week (\*not including work placement)

Campus: Chichester

**Contact your Study Programme Leader:**

☎ 01243 786321 ext. 2379 or 2076

✉ [Naomi.Craig@chichester.ac.uk](mailto:Naomi.Craig@chichester.ac.uk)

### Please ensure that on your first day you bring the following:

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential**
2. A pen, paper & file
3. If applicable, payment for your course/evidence of benefits
4. Your summer assignment work – see pages 3 & 4 of this letter for assignment brief.
5. Packed lunch or money for lunch and a bottle of water

If there are any trips associated with your course, you will be required to complete any attached consent forms and submit to us during induction week. This will require will need a parent or guardian's signature if you are 18yrs or under.

#### **English and Maths**

**NB:** All students aged 16-18 years on a full time course are required to update their English and Maths skills if they do not hold a GCSE grade A/9-C/4 in both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE resit (or equivalent qualification) alongside a main programme of study at either Level 1 or 2 pending on your final achieved grades. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.

Please feel free to contact me with any questions you may have regarding the above and I will be happy to help.

Best wishes,

*Naomi Craig*

Study Programme Leader



## Where will I be studying?

The course will take place at our main Chichester campus.



Westgate Fields | Chichester | West Sussex | PO19 1SB  
01243 786321 | chichester.ac.uk



## Other Information

### Essential equipment you will need for your course:

- 2 x Black Pens
- A4 Note Pad
- A4 Lever Arch Folder/Binder to keep your work in.

You will be given further information regarding text books, trips etc. during your Induction when you start College.



## Summer Assignment

### Activity 1: My Income and Expenditure

Using a spreadsheet, keep a record of all outgoings (spending) and incomings (saving/income) for a full week over the summer.

### Activity 2: Accounting Terms

This is your first Flipped Learning Task. Please prepare definitions with examples for the following terms. These will form part of a test in your first week:

- Income Statement
- Statement of financial position
- Assets
- Liabilities
- Income
- Expenditure
- Capital
- Drawings
- Source Document
- Purchase invoice
- Sales invoice
- Bank paying in slip
- Bank statement

### Activity 3: The Accounting Equation

- What is the accounting equation?
- Explain the Dual Effect principle.
- Research the dual effect on the accounting equation from different transactions.

Complete the gaps in the following table:

Assets £	Liabilities £	Capital £
20,000	0	
15,000	5,000	
16,400		8,850
	3,850	10,250
25,380		6,950
	7,910	13,250

## Summer Assignment

Complete the following table, using the dual effect principle:

Transaction	Effect on equation
Business buys a computer for use in the office	Increase in asset (computer) Decrease in <u>asset</u> (bank)
The owner invests new capital into a business bank account	
Business buys a van on loan	
Business pays a payable by cheque	

### Activity 4: Double - Entry Bookkeeping

In a few short sentences, describe Double-Entry Bookkeeping.

### Activity 5: Differences between the Bookkeeper and the Accountant

Nicola is setting up her own small business, as Nicola does not feel confident dealing with the money side of things, she is thinking of hiring someone to help her.

Explain the difference between the role of a bookkeeper and the role of the accountant. Make a recommendation to Nicola and justify your answer. (500 words).

### Activity 6: The purpose of Accounting

Explain what is meant by each purpose:

- Record the transactions of a business
- Prepare financial statements
- Monitor performance
- Assist in decision making

Can you add any other purposes to this list?

### Other Information About Your Course:

Any fees will have been explained in the starting information you have received within your Application Tracker Account.

For more information regarding Pre-Enrolment and fees where applicable for your course, please contact our Enrolment Team (Student & Records & Funding) on **01243 812 223** or by email at **enrolments@chichester.ac.uk** for further advice and guidance.

### Car and Motorcycle Parking

- For advice about how to park at college, please see the [Travelling to College](#) page of our website, which we update regularly.