

**AAT Level 2 Certificate in Bookkeeping (Part Time)**

Course details

Course Code: RACC046D

Duration: Sept ‘23 – Jan ‘24

Feb ’24 – June ‘24

Campus: Crawley,

**Business**

Welcome to Crawley College



Dear Student

**Contact your Study Programme Leader: Helen Hiscocks**

Tel: 01293 442200 ( ext 2281 )

Email: hhiscocks@crawley.ac.uk

Thank you for choosing to study AAT Level 2 Certificate in Bookkeeping (Part Time) at Crawley College. I am the study programme leader for this course 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.

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.

 **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.** If you can, please also bring a photocopy which you can leave with us.
2. A pen and paper. See below for the stationery you will need to purchase for the course.
3. If applicable, payment for your course/evidence of benefits

You will need to fill out a number of consent forms which will also be given to you during induction week.

Entry Requirements:

The cost of the course includes tuition and first exam sitting for each module, but does not include textbooks or membership fees. The total cost of textbooks for both modules will be approx £60.

All AAT students have to personally register as student members of the AAT.  This fee is not included in the course fees charged by the college.

Successful completion of the Level 2 Certificate in Bookkeeping will allow progression to the AAT Level 3  Diploma in Accounting, or allow students to seek employment with the certification often required by employers

***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 your main programme of study. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.*

 PTO

**What you need to bring with you:**

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

Best wishes,