

Apprenticeships...



at Tameside College

Accounting Level 2 & 3

Areas covered: Level 2

- Recording Income & receipts
- Making and Recording Payments
- Prepare Ledger Balances & Initial trail balance
- Supplying information for management control
- Contribute to a healthy, safe & productive working environment

Areas covered: Level 3

- Maintain financial records & preparing accounts
- Recording & evaluating costs & revenues
- Preparing reports & returns
- Working with computers
- Contribute to a healthy, safe & productive working environment
- Achieving personal effectiveness

Course Content

The main qualification is the **AAT (Association of Accounting Technician) Level 2 / 3 Certificate in Accounting** which is the equivalent of an NVQ level 2 or 3. The technical certificate is embedded into the qualification therefore there is no additional test. On their day release they will be studying the AAT Certificate in Accounting.

Course duration and format

1 year, for both Level 2 & 3 dependant on prior knowledge and experience. The Apprentice will spend 4 days in the workplace and attend College 1 day per week, or 5 days in the workplace and two evenings at college.

If you require further information please ring the Apprenticeship Department on 0161 908 6608

Apply online at www.tameside.ac.uk



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