

APPRENTICESHIPS AT TAMESIDE COLLEGE



Accounting Level 2 & 3

Areas Covered for 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 for 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. The learner will also achieve level 2 Functional Skills in Maths & English. On their day release they will be studying the AAT Certificate in Accounting.

Course duration and format

1 year, for both Level 2 & 3 dependent 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.

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

Apply online at www.tameside.ac.uk

