

**LEVEL 2 CERTIFICATE IN ACCOUNTING**

***'Successful organisations recognise the importance of a skilled and experienced workforce. Offering staff the opportunity to gain qualifications can aid development and provide recognition of competence.'***

**AIM OF PROGRAMME:**

This qualification is suitable for staff whose role involves a variety of financial duties, for example Accounts/Finance Clerk, or those who are new to finance or looking to brush up on their foundation knowledge and skills.

The Level 2 Certificate covers a range of basic accounting practices and techniques, from costing and double entry bookkeeping to computerised accounting. Competence is proved by a mixture of work-based evidence, simulations and computer based assessments.

**PROGRAMME FOR FULL QUALIFICATION**

- Basic Accounting 1
- Basic Accounting 2
- Working effectively in accounting and finance
- Basic costing
- Computerised accounting
- Professional ethics in accounting and finance

Learners may progress to the Level 3 Diploma.

**ENTRY REQUIREMENTS:**

- None

**RESOURCES PROVIDED:**

- AAT standards are provided at the start of the programme. They can also be accessed on the AAT web site at: [www.aat.co.uk](http://www.aat.co.uk)

**TRAINING:**

- One day per week in term time (day release) but other options are available.

**PROGRAMME DETAILS:**

- Various options throughout the year; main intake in September.

**For further details contact: The Qualifications Team**



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