

A male teacher with glasses and a beard, wearing a dark blue sweater, is pointing his right hand towards a large interactive screen. The screen displays an AAT task titled 'Task 3 (17 marks)' which is about business structures, technology and data security. The task contains parts (a) to (h). Part (a) asks to identify two key features of cloud accounting from a list: Secure local backup, Availability of apps and programs, Restricted mobile access to information, and Enables access to large networks. The teacher is standing in a classroom or training room with other computer monitors visible in the background.

AAT Award in Bookkeeping - BU102

This course is funded by Liverpool City Region Combined Authority's Adult Skills Fund.

Access (Level 1) qualifications are an entry point for students who need additional support to develop their finance or business skills.

These qualifications are designed to give students the introductory knowledge and confidence to take on higher level AAT qualifications and to progress in their lives and careers.

COURSE DETAILS

The AAT Access Award in Bookkeeping offers students at Level 1 the opportunity to develop practical bookkeeping skills. This qualification may help students to move on to further study in either accountancy or bookkeeping with AAT, offer a route into employment or be of interest to those already in employment. AAT does not set any prerequisites for the study of the AAT Access Award in Bookkeeping. However, the ability to communicate information clearly and appropriately to a given audience is a valuable skill in any role and in any type of business, particularly in finance roles.

For the best chance of success, we recommend that students begin their AAT studies with a good standard of English and maths.

Modules include:

- Understand the role of the bookkeeper
- Understand financial transactions
- Process customer and supplier transactions
- Process receipts and payments

Following successful completion of this qualification, your progression will normally be to the AAT Level 2 Foundation Certificate in Accounting.

TIMETABLE INFO

Friday, 09:30 — 12:30

Start Date: 07/02/2025

ENTRY GUIDELINES

Relevant Entry Level qualification or 3 GCSEs at Grade 2/E or above

Maths and English at Grade 2/E or above.

Satisfactory interview, assessment, school report and/or satisfactory reference.

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

ASSESSMENT METHOD

Students must successfully complete one end-of-qualification computer-based assessment to achieve this qualification. The proportion of this qualification assessed by external assessment is 100%

WHERE CAN I PROGRESS TO?

Learners who completed this course went on to apply for the AAT Level 2 Certificate in Accounting, and to follow this with Level 3 and 4 studies. You could continue your studies and gain a partial or full AAT Qualification. Subject to further testing, you would be eligible to apply for the AAT Level 2 Certificate in Accounting, and possibly to follow this with Level 3 and 4 studies. You could work in a junior capacity in a clerical or similar role. Explore potential careers via [Career Match](#) — it provides current local data on wages and employment prospects.

WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	08th Sep 2025	Part Time	BU102-25	
<p>If you are aged 19 or over:</p> <p>Fee : £450.00</p> <p><i>The fee quoted is for the academic year 25/26.</i></p>				

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 12th July, 2025 and may be subject to change.