

A male teacher with glasses and a beard, wearing a dark blue sweater, is pointing his right hand towards a large digital screen. The screen displays a task from the AAT Award in Business Skills course. The task is titled 'Task 3 (17 marks)' and is about business structures, technology and data security. It contains parts (a) to (c). Part (a) asks the student to identify which TWO of the following are key features of cloud accounting. The options are: 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 Business Skills - BU101

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 Business Skills offers students at Level 1 the opportunity to develop key practical skills used in every business as a route into employment.

On completion of this qualification, students will also be equipped with a strong foundation from which to progress to further study with AAT in either accountancy or bookkeeping if they would like to do so.

This qualification will particularly suit those students with minimal work experience or those who require additional support to progress. This may include younger learners, those on traineeships seeking basic employability skills, adults seeking to validate their existing skills to enter into the workplace, or those who want to study higher level AAT qualifications but would like to test their abilities before progressing further with AAT.

AAT does not set any prerequisites for the study of the AAT Access Award in Business Skills. 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.

For the best chance of success, we recommend students begin their studies with basic English. Basic numeracy will be developed within this qualification so is not required before starting study.

## TIMETABLE INFO

Friday 09.30 — 13:00

## ENTRY GUIDELINES

Relevant Entry Level qualification or 3GCSEs 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.

## EQUIPMENT REQUIRED

N/A

## 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%

## WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	24th Nov 2025	Part Time	BU101-25	

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
<p><b>If you are aged 19 or over:</b></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 09th September, 2025 and may be subject to change.