

A photograph of a male teacher with glasses and a beard, wearing a dark blue sweater, pointing his right hand towards a large digital screen. The screen displays an AAT (Association to Account and Business Teachers) task interface. The task is titled 'Task 3 (17 marks)' and is about business structures, technology, and data security. It asks the student 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. A blue banner is overlaid on the bottom left of the image with the text 'AAT Foundation Certificate in Accounting - BU204'.

AAT Foundation Certificate in Accounting - BU204

This Level 2 Certificate in Accounting is the first part of the full AAT qualification.

It is an internationally recognised professional course which will give you the skills to excel at a wide range of accounting and finance jobs.

COURSE DETAILS

When studying on the Level 2 Certificate you will start to develop skills in bookkeeping transactions and controls whilst gaining an understanding of costing, as well as management and administrative processes. Students will also learn to understand the benefits and risks of using accounting software to complete bookkeeping tasks.

The qualifications is will be delivered via a range on online lessons that students can complete at their own pace. Ongoing checks will ensure students are aware of their progress and are ready to sit the end of unit exams. The exams are computer based and will be required to take place onsite at our Hamilton Campus.

You will access to a personal tutor, who will be able to support you with any queries or topics you are having difficulty with, as well as monitor your progress in preparation for the exams

The qualifications is approximately equivalent to GCSE grade A-C. (4-9 on the newer grading scale). Units:

TIMETABLE INFO

Online activities for each module that prepare students for the exams in a timely manner, but students that students can work through at their own pace up to the deadline for that activity.

ENTRY GUIDELINES

This course is for students aged 19plus.

To study this Level 2 qualification, you will need:

A minimum of 4 GCSEs at grade 3, including English and Maths (or L1 Functional Skills in English and Maths)

OR

A Level 1 Bookkeeping qualification with GCSE English and Maths at grade 3 or above or L1 Functional Skills in English and Maths or equivalent

Satisfactory interview and/or assessment

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

Text books for this course are to be purchased they are not included in the course fees. Typical cost is approximately £60.

Students will also require their own calculator, which should not be a scientific calculator.

ASSESSMENT METHOD

By computer-based assessments that are externally marked.

ADDITIONAL INFORMATION

The cost of the course includes registration with AAT.

Please be aware that criminal offences, bankruptcy and IVAs will affect your application for membership with the AAT. See course leader for further details.

Initial unit exams are included in the course fees. Exam resits are an extra cost, which at level 2 is £60 (subject to change by AAT) for all exams other than The Business Environment Synoptic, which is £65 (subject to change by AAT).

WHERE CAN I PROGRESS TO?

Progression from this course is to the Advanced Diploma in Accounting

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	BU204-25	
<p>If you are aged 19 or over:</p> <p>Fee : £1695.00</p> <p>Please note, there are no discounts for this course.</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 21st July, 2025 and may be subject to change.