

## Course Outline and Details

<b>Course Code</b>	14007Y25	<b>Title:</b>	Bookkeeping L1
<b>Time and duration</b>		<b>Location</b>	
Start Date:	13 October 2025	Grays Area	
Start Time: 18:00	End Time: 21:00	Grays Area	
Start Day:	Monday		
No. of Lessons:	24	Grays	
No. of Weeks:	12	Essex	
Total No. of Hours:	72.00	RM17 5DD	E: tacc@thurrock.gov.uk

## Description

This AAT Level 1 Access Award in Bookkeeping covers the core areas of bookkeeping. Introducing students to the role of a bookkeeper and the basic techniques needed to undertake simple bookkeeping activities.

## What will I learn?

This AAT Level 1 Access Award in Bookkeeping covers the core areas of bookkeeping. Introducing students to the role of a bookkeeper and the basic techniques needed to undertake simple bookkeeping activities. Outcomes are: The duties and responsibilities of the bookkeeper, understand financial transactions, how to process customer and supplier transactions, how to process receipts and payments. Developing skills and an understanding in these areas will increase students employability potential whilst offering them an insight into professional practice.

PLEASE NOTE: The course AAT registration fee is included in the course fee

## Entry Requirements

A skills scan is required

## What do I need to bring?

Your tutor will let you know at the first session what you will need to provide for the course. We advise you not to purchase anything before your first lesson as we are unable to refund the cost of these in the event of a course is cancelled.

You will need to bring the following to each session:

- Pen, pencil, ruler
- Note paper/pad
- Folder for handouts and notes

### **What support is available?**

You can arrange to see an information, advice, and guidance (IAG) advisor for career guidance and support.

The Discretionary Learning Support Fund (DLSF) can be used to help with travel costs and other expenses, our Learner Experience Team can support you with your application.

If you require any additional support or have any special requirements that you have not already told us about, please inform us as soon as possible by emailing: [TACC@thurrock.gov.uk](mailto:TACC@thurrock.gov.uk) a member of our Learning Support team will contact you to talk about these confidentially.

Please advise your tutor of any medical or health issues that may impact on your learning or your safety whilst attending the college.

### **What is expected from me?**

You will be expected to attend all your lessons and to arrive on time.

Homework is an important part of your learning, as it consolidates what you have learned in class – you will be expected to complete approximately 5 hours of homework each week using Google classroom, Skills Forward, or paper-based activities

### **Key dates**

Courses run mainly from September to February or February to July.

No sessions will take place during college holidays.

Exams will take place towards the end of your course; your tutor will advise actual dates once course starts.

You are required to attend your exam, and if you do not you may have the opportunity to take the exam or retake the course.

### **Additional information**

If any part of this course is online; access to a computer or laptop which uses Google Classroom, would be essential. Learners may have the option to loan a Chromebook for the duration of the course, please discuss this with your tutor at the start of your course.

### **What can I do next?**

Level 2 certificate Bookkeeping