

Course Outline and Details

Course Code	15003Y25	Title:	Bookkeeping L2
Time and duration		Location	
Start Date:	23 February 2026	Blended Learning (OCH and Online)	
Start Time: 18:00	End Time: 21:00	The Old Court House	
Start Day:	Monday	Orsett Road	
No. of Lessons:	26	Grays	
No. of Weeks:	14	Essex	
Total No. of Hours:	78.00	RM17 5DD	E: tacc@thurrock.gov.uk

Description

This course is designed to ensure you obtain a sound knowledge of bookkeeping, developing the necessary practical skills to understand all areas of the subject.

What will I learn?

This course is designed to ensure you obtain a sound knowledge of bookkeeping, developing the necessary practical skills to understand all areas of the subject. The course is ideally suited to a diverse range of people from school leavers age 19 + to mature learners and career changers. Whether you wish to embark on a career in bookkeeping, expand your skills in your current role, become a self-employed bookkeeper, or need a stepping stone to higher qualifications such as the AAT Accounting Technician accountancy qualification courses, the AAT level 2 foundation Certificate in Bookkeeping teaches you essential bookkeeping skills.

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

This course runs TWICE a week

This course uses a blended-learning delivery model, with a combination of timetabled classroom-based and online sessions. We will explain how these will work for your course as part of your assessment enrolment and induction.

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 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

To attend exams on dates planned.

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.

Bookkeeping L3 and Accountancy