

Built by passion and excellence in
accounting & finance



AAT Access Award in Bookkeeping Level 1
Course Factsheet

aat

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we shape careers

AAT or the Association of Accounting Technicians is the world's leading professional body of accounting technicians headquartered in the United Kingdom.

AAT developed courses and qualifications that are suitable for different types of learners such as those who are looking to start their career in accounting to those who wants to enhance their accounting skills to next-level.

The logo for the Association of Accounting Technicians (AAT) is displayed in a bold, green, lowercase sans-serif font.

Established in 1992, Al Moalem Institute has been providing comprehensive training in the Kingdom of Bahrain.

With over 100+ internationally recognized certifications and qualifications, Al Moalem Institute has been human resource potential and continually shaping careers of today's workforce and the future generation.

AAT Access Award in Bookkeeping Level 1

This course gives you the opportunity to develop practical bookkeeping skills. This qualification may help you 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.

How long does it take to complete the course?

The duration of this course is 45 guided learning hours to complete.

Who is this course for?

This course is ideal for:

- Young learners who have completed High-School/Secondary school education
- Individuals seeking for the perfect starting point to pursue a career in accounting
- Learners who have successfully completed and looking to progress from AAT Access Award in Business Skills

What topics does the course cover?

This course will cover the following topics:

- Duties and responsibilities of a bookkeeper
- Ways to keep information confidential
- Importance of working with accuracy
- The buying and selling process
- Basic bookkeeping terminology
- The dual effect of transactions
- Prepare sales invoices and credit notes
- Check purchase invoices and credit notes
- Record sales and purchase invoices and credit notes in the books of prime entry
- Identify outstanding amounts for individual customers and suppliers.
- Enter receipts and payments into cash book
- Use the cash book to calculate closing amounts of cash in hand and cash in bank
- Check the closing amount of cash in the bank against the closing balance on the bank statement

What will I gain after completing this certification?

At the end of this course, you should be able to perform and gain the following:

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

How is it assessed?

You must successfully complete one, 90 minutes end-of-qualification assessment to achieve this qualification. The proportion of this qualification assessed by external assessment is 100%. The assessment is graded by “Competent” or “Not Yet Competent”.

Do I need any prior qualifications to start this course?

There are no formal entry requirements for this course. It is recommended that you have a good command of English language and basic knowledge on Mathematics.

I completed and received my certification, what happens next?

Learners who completed this course can progress to AAT Level 2 Certificate in Accounting, and to follow this with Level 3 and 4 studies. Candidate could continue your studies and gain a partial or full AAT Qualification.

What employment opportunities can I apply for after gaining this qualification?

There are various employment opportunities that you can apply for after gaining an AAT qualification. Completing this certification can lead you to employment as a:

- Trainee bookkeeper
- Accounts administrator
- Billing/ Payments Administrator / Coordinator
- Junior Accounts
- Accounts Receivable / Payable Assistant
- Procurement and Finance Assistant
- Assistant Cashier

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