

We build passion in accounting and **beyond**

AAT Access Award in Business Skills 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 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 Business Skills Level 1

This course aims to introduce you to the world of work and develops your employability skills. The qualification covers a range of skills and the relevant supporting knowledge in three mandatory units: **Preparing for Work**, **Using Numbers in Business**, and **Sales and Purchases in Business**.

How long does it take to complete the course?

The duration of this course is 75 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

What topics does the course cover?

This course will cover the following topics:

- Key features of different sectors.
- Purpose of different types of organizations.
- Structure of an organization.
- Working with others
- Time management
- Professional behavior
- Workplace communication
- Importance of keeping data and information secure
- Identifying a suitable job
- Applying for a job
- Record and sort whole numbers
- Check results for calculations
- Identify differences between figures over time
- Complete calculations
- Calculate decimals, fractions and percentages of numbers
- Calculate equivalent fractions, percentages and decimals
- Calculate and apply simple proportions and ratios
- Round numbers
- Sales and purchases in business
- Sales & Purchases
- Payment terms
- Business procedures for sales and purchases

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 how organizations operate
- Develop skills for the workplace
- Be able to apply for a job

- Work with numbers
- Perform simple business calculations
- Work with common decimals, fractions, percentages, proportions and ratios
- Understand how sales and purchases support businesses
- Understand principles of sales and purchases
- Apply business procedures to sales and purchases

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?

The knowledge and skills developed in this qualification may also support you to complement your studies with any of the other qualifications in the suite of AAT Access qualifications:

- AAT Access Award in Bookkeeping – Level 1
- AAT Access Award in Accounting Software – Level 1.

The skills developed in this qualification may also underpin those developed further in Level 2 Foundation Certificate in Accounting.

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:

- Retail assistant
- Customer service advisor
- Dispatch clerk/warehouse operative
- Data entry clerk
- Accounts administrator

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Reach us

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