Leicester College

Level 1 AAT Bookkeeping

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Course Overview

Our Level 1 Award in Bookkeeping lets students build real bookkeeping skills. This qualification can help you pursue further study in accountancy or bookkeeping with AAT. It also offers a path to employment and may interest those already working.

 This qualification covers many skills. It also includes key knowledge in one main unit: Bookkeeping Fundamentals. One end-of-qualification assessment (exam) assesses the qualification.

What you will learn

This qualification is based on one unit: bookkeeping fundamentals.

 You will learn about the bookkeeper's role. You will understand why timely and accurate work matters. You'll see the importance of ethical principles, and you'll learn about assets and liabilities. You will also recognize income and expenses. Capital profit or loss will be covered as well. Lastly, you will learn the difference between cash trading and credit trading.

 You will manage customer and supplier transactions. You will enter receipts and payments in the cash book. You will check amounts against the bank statement. This will prepare you for bank reconciliation. You will also learn double-entry bookkeeping.

Entry Requirements

You can start with any qualification depending on existing skills and experience but will need Entry 3/ level 1 maths and English.

Course Fees

You will have to pay a one-off AAT membership which is £49 and this is not included in the materials fees. This fee is paid directly to AAT on their website.

Course Progession

This qualification can lead to more study in bookkeeping or accountancy. It can help you get jobs, too. You could be a trainee bookkeeper or an accounts administrator. Other jobs include billing coordinator, accounts junior, accounts receivable assistant, or finance assistant.

 You can progress onto the Level 2 Certificate in Bookkeeping qualification if you achieve a pass at level 1.

Course Details

Course Code P01162

Start Date 01/08/2026

Study Hours Part Time

Duration 18 weeks

Campus City Skills Centre

Level 1

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