

## Accountancy



Subject Area	Business
Course Type	School Leavers
Study Level	No Qualification
Delivery Mode	Full-time
Duration	1 Academic Year
Start Date	January 2026 (&plus; more)
Course Code	PA000780

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## Course Summary

This course helps you learn the basics of accounting. It's great if you want to work with money or learn more about how businesses keep track of their spending. You will learn important things like how to record money that comes in and goes out, and how to keep notes about payments and receipts. You'll also get to practise doing these tasks by hand, just like a real bookkeeper. You will also learn about using computers for bookkeeping. We'll talk about the good and bad things about using accounting software. The course includes a Personal Progression Plan to help you think about your future job or studies in accounting.

## What You Will Learn

1. Bookkeeping Basics: Learn how to write down money earned and money spent.
  - Money Transactions: Understand different ways money is used in a business.
  - Practice Skills: Try real tasks like recording payments and managing receipts.
  - Using Software: Learn how computers can help with bookkeeping.

- Doing the Right Thing: Learn why it's important to be honest and careful when working with money.

## Modules

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Essential Unit: Developing a Personal Progression Plan: Plan and develop your personal and professional goals in the Accountancy industry.

### Optional units (Choose one)

- Finding Out About Businesses in Your Area: Learn about local businesses and their operations. Learn what a bookkeeper does and basic bookkeeping methods.
- Organising a Meeting: Understand how to plan and organise effective meetings.
- Branding a Product: Gain skills in creating and managing product branding.
- Creating a Visual Display: Learn how to design and set up visual displays.
- Presenting a Business Idea: Develop skills in presenting business ideas effectively. Understand and process different financial transactions. Handle receipts and payments correctly.
- Contribute to Running an Event: Understand the process of planning and executing events.
- Recording Income and Expenditure: Learn how to accurately record financial transactions.
- Communicating with Customers: Gain skills in effective customer communication.
- Developing Routine Office Administration Skills: Learn essential office administration skills.

## Work Experience

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You will complete 30 hours of relevant work experience. This includes working with the National Citizens Service (NCS) programme, which helps you develop key employment skills and behaviours needed for progression to work. This experience is valuable for gaining practical insights and improving your employability in the sports sector.

## Progression

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Completing the Level 1 Accountancy course can lead to various career opportunities in the accounting industry. This course can be the starting point for a career in accountancy, such as:

- Bookkeeping Assistant: Assisting in managing financial records and transactions.
- Clerical Assistant: Supporting administrative tasks in accounting departments.
- Other Accounting-Related Careers: Opportunities in financial accounting, auditing, and more.

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