

Certificate in Bookkeeping level 3

Course Overview

Suitable for you if you have a level 2 certificate in Bookkeeping, here's the next step in your development. Our level 3 course will help you continue in your learning and knowledge of the accounting industry by offering you a formal recognition of your skills. Completing this qualification will enable you to confidently carry out advanced bookkeeping transactions and tasks.

What you will learn

In this course, you will study modules that will help you develop your practical accountancy skills. There is also training in digital software to support you in your bookkeeping role. - Financial Accounting: preparing financial statements This unit provides you with the skills required to produce statements of profit or loss and statements for financial positions for sole traders and partnerships, using a trial balance. This unit will help you gain the double-entry bookkeeping skills needed to record financial transactions into an organisation's accounts using a manual bookkeeping system. - Tax Processes for businesses This unit explores tax processes that influence the daily operations of businesses and is designed to develop your skills in understanding, preparing and submitting Value Added Tax (VAT) returns to HM Revenue Customs. The unit provides you with the knowledge and skills needed to keep businesses, employers and clients compliant with laws and practices that apply to VAT and payroll.

Entry Requirements

To enrol on this course you will need GCSEs at Grade 4 (C) or above in English and maths, and level 2 AAT Bookkeeping. You will also need to provide one reference which can be provided by your employer or previous education establishment. It is desirable that you can demonstrate 90% attendance.

How you will be assessed

You will be assessed by end of unit online exams.

Course Progression

This qualification can lead to further study in accountancy such as level 3 AAT in Accounting. This qualification can lead to employment such as clerical assistant, trainee bookkeeper, accounts clerk, finance assistant or accounts administrator. If students wish to continue studying and choose to complete one of the full AAT Accounting Qualifications, their achievement/s in this qualification may be transferred to the larger qualifications.

What Happens Next

Apply online via the College website. You will be contacted to attend an interview if required, or you will be sent a conditional offer according to the entry requirements for the course. You will then be invited in to enrol for your chosen course of study. For enrol and pay courses: Once you have decided to take the course, you need to fill in a short learner details form online and pay the course fee. Once you have done this, you will receive an electronic confirmation of enrolment and payment.

Course Details

Course Code	P00396
Start Date	05/02/2026
Study Hours	Part Time
Duration	18 weeks
Campus	City Skills Centre
Level	3

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