

# Level 1 Award in Book-keeping and Account

This level one qualification course is designed to develop and evaluate learners' ability to produce accounts for business. It is suitable for anyone looking for a qualification as a starting point for a career in book -keeping and accounts or who wishes to enhance their skills to progress their career. The course consists of practical activities to assist in the development of book -keeping and accounting skills. In order to achieve the certificate learners will be required to complete one externally set and marked test. The test will consist of a number of tasks relating to the learning outcomes below.

Start Date:	28 April 2025
Start Time:	18:30
Lessons:	9
Weeks:	9
Hours:	22.50

The delivery methods of this course are subject to change. There may be times when the lessons will be held remotely, via live video calls, use of our Moodle area, private social media groups etc. By signing up to the course you are agreeing to this wide range of teaching and learning approaches; the lessons will be held in classrooms where this is usually the case, when it is safe to do so, and may be switched to online as the need arises.

Learners are encouraged to attend the FREE Maths for Book-keeping and Accounts Multiply course followed by the FREE Introduction to Book -keeping. Upon successful completion of the Introduction to Book -keeping course, learners can progress onto the Level 1 Book keeping.

## Venue

Medway Learning and Skills Hub  
Unit 2  
Britton Farm Street  
ME7 1GX

## What will I learn on this course?

1. How to complete financial documents
2. Record cash and credit transactions in books of original entry
3. Prepare bank reconciliation
4. Understand the petty cash imprest system
5. Extract a trial balance from ledger accounts

## Is this course suitable for me?

This course is suitable for anyone who is interested in book-keeping or accounting.

## Is there anything I need to know about the course?

Bring a calculator, notebook and a pen to make personal study notes and you may want a folder to keep printouts. You will need to complete homework and activities outside of the classroom to support your learning.

## What could I go on to do after this course?

Specialist advice is available from your tutor to help you identify the best course for you. You may wish to utilise these skills on a Business & Administration course or progress onto a level 2 course in book -keeping and accounts.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

## How are digital skills used and enhanced on this course

You may have the opportunity to use computers with internet access in class time. You may need to use the internet for some or all of your course - using a mobile phone, tablet or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

## Attendance Policy

You may have the opportunity to use computers with internet access in class time. You may need to use the internet for some or all of your course - using a mobile phone, tablet or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

## Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.