



# LOCKE ACADEMY

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## AAT CERTIFICATE IN BOOKKEEPING – LEVEL 2

### What does the qualification cover?

Students studying this qualification will develop practical accountancy skills in the double-entry bookkeeping system and in using associated documents and processes while gaining an understanding that digital accounting systems are automating some of the stages in the process.

Students will cover transactions for accuracy, make entries in appropriate books and ledgers and calculate sales invoices and credit notes.

### It comprises of 2 mandatory units:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

### How long will the qualification take?

The qualification usually takes around 3 months to complete, but this will depend on study method and course timetable.

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### Class Schedule:

Option 1: Fridays (10:00 am – 1:00 pm)

Option 2: Fridays (6:00 pm – 9:00 pm)

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**DURATION OF PROGRAMME: 3 MONTHS**

## LOCKE ACADEMY – 2024 Tutorial Fees

	Details	Amount (£)	Total (RM)
1	<p><b>PAYMENT upon REGISTRATON (PAYABLE BEFORE START OF CLASSES):</b></p> <p><b>Registration Fee</b></p> <p><b>THREE MONTHS TUTORIAL FEE (Full Payment)</b> (Non-refundable)</p> <p><b>AAT TUTORIALS &amp; WORKBOOKS</b></p> <p><b>Admission &amp; Student Membership Fee - £66.00 (RM462) one-off payment to AAT</b> <i>Fully waived - 100% discount only for Malaysia</i></p>	<p>Forex + bank charge £1 = RM7</p>	<p>150.00</p> <p>1,500.00</p> <p>800.00</p> <p>Waived</p>
	<b>TOTAL AAT REGISTRATION FEE, TUTORIAL FEE,AAT WORKBOOKS ETC.</b>		<b>2,450.00</b>
2	<p><b>Exams or Assessment Fee</b> (Payable before each assessment)</p> <p>1. Introduction to Bookkeeping</p> <p>2. Principles of Bookkeeping Controls</p>	<p>£63.00</p> <p>£63.00</p>	<p>441.00</p> <p>441.00</p>
	<b>TOTAL EXAM FEES PAYABLE TO AAT</b>	<b>126.00</b>	<b>882.00</b>
	<b>GRAND TOTAL – TUTORIAL, ASSESSMENT, REGISTRATION, ETC</b>		<b>3,332.00</b>

Payment via bank transfer to our company MAYBANK account is advisable:

**LOCKE ACADEMY – 5050-1962-7743**