



**LEVEL 2
CERTIFICATE IN
BOOKKEEPING PROGRAMME**

TRAINING+GY

Welcome to the Level 2 Certificate in Bookkeeping Programme

The Level 2 Certificate in Bookkeeping, offered by Traingogy, is designed to provide students with a comprehensive understanding of bookkeeping principles and practices. This programme is perfect for those looking to start or advance their careers in

Programme Highlights

Flexible Learning: Self-study mode allows you to learn at your own pace.

Comprehensive Curriculum: Covers essential bookkeeping principles and practises.

Career Advancement: Provides a solid foundation for further study and various job roles in accountancy and finance.

Why Choose Our Bookkeeping Programme?

Our programme equips you with the knowledge and skills necessary to manually record financial transactions, prepare basic controls, and generate financial statements and reports, all while maintaining flexibility to fit your personal and work life.



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About Traingogy

Traingogy is dedicated to transforming the landscape of learning and development through innovative and flexible e-learning solutions. Founded with the mission to promote lifelong learning and Continuous Professional Development (CPD), Traingogy offers a wide range of high-quality courses that cater to various professional fields including accounting, business administration, data science, and digital marketing.

Traingogy prides itself on providing learning experiences that are not only accessible but also adaptable to the needs of modern learners. By leveraging the latest in educational technology, Traingogy ensures that its courses are engaging, interactive, and effective in helping learners achieve their professional goals.

Partnerships and Accreditations

We have partnered with The Association of Certified Professionals (ACP) and the London Examinations Board (LEB) to independently assess and verify programmes offered by Traingogy. ACP, LEB, and Traingogy will jointly award the certificates.

On being issued with a certificate from Traingogy, you will also qualify for membership with the ACP. ACP aims to promote the transnational peer-to-peer exchange of ideas within and beyond the professions or borders of its members. It will be a networking and cross-cultural forum where local and international employment opportunities can be advertised and advice, local know-how and knowledge can be sought from other members.



Programme Structure and Learning Outcomes

Programme Structure:

The Level 2 Certificate in Bookkeeping programme is divided into three major sections with a total of 16 lessons, each followed by an assessment. The scores from these assessments are converted into a cumulative percentage and classified into distinction, merit, pass, or fail.

Grading Classification:

Distinction: 70% and above

Merit: 60-69%

Pass: 50-59%

Fail: Below 49%

Learning Outcomes:

Upon completing the programme, students will:

- Understand the system of recording business transactions using double-entry bookkeeping.
- Develop skills to manually record financial transactions and check their accuracy.
- Prepare basic financial controls, statements, and reports.
- Apply the knowledge and skills acquired in practical job roles within accountancy and finance.

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Admission Criteria and Assessment Strategy

Admission Criteria:

The Level 2 Certificate in Bookkeeping is open to students of all ages, particularly targeting young adults aiming to start a career in accountancy or finance, or those in the early stages of their career looking to enhance their promotion prospects. There are no prerequisites, although a good level of literacy (English and numeracy) is advisable.

Assessment Strategy:

Our assessment strategy focuses on preparing students for the professional world. Assessments are interactive and ongoing, designed to encourage initiative and the application of knowledge and skills. Performance is appraised based on:

- Progression through the programme
- Achievement of learning outcomes and assessment criteria

Delivery Modes, Pricing, and Contact Information

Modes of Delivery

Standard Delivery Mode:

Self-Study: Complete flexibility to tailor the course to suit personal and work life.

Monthly Intake: Students can start the programme any time within the duration.

Access to MOODLE/LMS: Direct access to learning resources immediately upon enrolment.

Programme Duration: Typically ranges from three to six months.

Notional Hours:

Each lesson and assessment are structured to fit into a comprehensive learning experience that can be completed within three to six months, depending on the student's pace.

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