



# Accounting - BTEC NVQ Level 3

## What's on the Course?

You will complete the following units:

- Maintaining Financial Records and Preparing Accounts
- Recording Cost Information
- Preparing Reports and Returns
- Working With Computers
- Maintenance of a Healthy, Safe and Productive Working Environment

## How long does it take?

One year part time, consisting of 36 x 3 hour sessions.

## When does it start?

See the part-time prospectus or contact Lakes College for more information regarding start dates.

## Who is it suitable for?

It is suitable for students who have already obtained Level 2 in Accounting or an equivalent qualification. It may also be appropriate for anyone who has experience of work in an accounting environment but may not have a formal accounting qualification at Level 2.

## What are the entry requirements?

There are no formal entry requirements but a qualification or an exemption at Level 2 may be required at a later stage if the ultimate aim is entry into a professional accounting body.

## What can I do next?

Level 3 offers progression to AAT Technician Level 4 (with 1 year's work experience in an Accounts environment) which ultimately allows you to become a member of the Association of Accounting Technicians (MAAT).

Past students have gone on to work in a range of Accounting and Management positions. Some have carried on to study other Professional Accounting Qualifications in Public Finance, Cost and Management Accounting, Financial Accounting, Taxation, Auditing etc.

## How much does it cost?

See the part-time prospectus or contact Lakes College for more information regarding costs.

## Where does it take place?

Lillyhall Campus

## Achievement Rates

Achievement rates 2007/2008 is 100%

## How do I apply?

To apply for this course you will need to complete a college application form and then have an interview. Contact details below.

If you need any help deciding which course to apply for you can get impartial advice and guidance from our Advice & Guidance Officer or Student Services.

## Student Services

Tel: **01946 83 93 00**  
[student.services@lcwc.ac.uk](mailto:student.services@lcwc.ac.uk)  
[www.lcwc.ac.uk](http://www.lcwc.ac.uk)

Hallwood Road  
 Lillyhall Business Park  
 Workington  
 Cumbria  
 CA14 4JN

## What if I need support?

The college provides a range of additional support for students who would like extra help with their studies. If you need help in deciding what to study or information on travel, finance, childcare, personal or health concerns, please contact student services.

"Lakes College is committed to eliminating any form of discrimination - be it based on gender, race, ethnic origin, background, religion or belief, age or sexual orientation."