



Courses With First Intuition

Finance Fundamentals

Fast-Track – Access to Level 3

AAT Level 2 Foundation Certificate in Bookkeeping

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This qualification will prepare you for junior and entry-level accounting roles. It delivers a solid foundation in finance administration covering the core areas of double-entry bookkeeping.

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

+ Basic Excel

Gain a solid foundation in Excel tailored for accounting students. Our basic course covers the essentials you need to navigate spreadsheets with confidence. Learn key functions, formulas, and formatting techniques essential for managing financial data effectively.

+ Basic Costing

This course will help you to prepare for your accounting journey with essential costing fundamentals. It is designed to lay a solid groundwork before pursuing your Level 3 qualification. Delve into the core concepts of costing, from understanding cost behaviour and costing methods to the role of costing in an organisation.

+ Impact Skills Programme - 3 Modules



Welcome to the World of Work

LEARNING OBJECTIVES:

- Understand what a professional work environment is
- Be able to describe a 'Code of Conduct'
- Understand the five ethical principles in the ethical code
- Understand the importance of deadlines
- Be able to apply prioritisation techniques

Personal Effectiveness

LEARNING OBJECTIVES:

- Develop organisation skills & techniques
- Be able to prioritise workloads & achieve targets within deadlines
- Understand when work is beyond your role, or when support & training is required
- Understand personal & professional development, & be able to implement a plan
- Understand the benefits of feedback, & demonstrate commitment to development

Working in a Business Environment

LEARNING OBJECTIVES:

- Understand the environment & technology which the business operates within
- Understand the business objectives & how the organisational structure supports these
- Deliver excellent customer service to internal & external customers
- Understand the organisational code of conduct, behave & present professionally
- Take an ethical & accurate approach to working, ensuring it is right first time

PLUS

Preparation for apprenticeship sign up with coach support for potential progression to L3 Apprenticeship

You will gain an industry-recognised qualification and the knowledge needed to progress to the Level 3 Assistant Accountant Apprenticeship.

**For further information
please email timhowes@fi.co.uk**

Course Dates

| CAMBRIDGE | DATES |
|------------------------------------|------------------------|
| Welcome to the World of Work | 18 Sep 2025 (AM only) |
| Basic Excel | 18 Sep 2025 (PM only) |
| Introduction to Bookkeeping | 1, 8, 15, 29 Oct 2025 |
| Personal Effectiveness | Via Online Learning |
| Working in a Business Environment | 12 Nov 2025 |
| Principles of Bookkeeping Controls | 26 Nov, 3, 10 Dec 2025 |
| Basic Costing | 17 Dec 2025 |

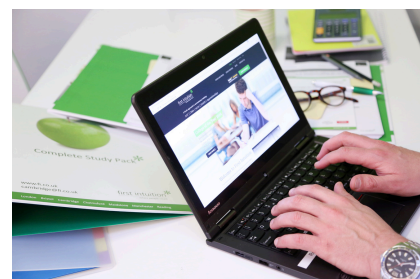
| IPSWICH | DATES |
|------------------------------------|--|
| Welcome to the World of Work | 24 Sep 2025 (AM only) |
| Basic Excel | 24 Sep 2025 (PM only) |
| Introduction to Bookkeeping | 30 Sep, 7, 14, 21 Oct 2025 |
| Personal Effectiveness | Via Online Learning |
| Working in a Business Environment | Attend Cambridge, Milton Keynes or Norwich |
| Principles of Bookkeeping Controls | 14, 20, 27 Nov 2025 |
| Basic Costing | 17 Dec 2025 |

| MILTON KEYNES | DATES |
|------------------------------------|----------------------------|
| Welcome to the World of Work | 17 Sep 2025 (AM only) |
| Basic Excel | 17 Sep 2025 (PM only) |
| Introduction to Bookkeeping | 30 Sep, 7, 14, 21 Oct 2025 |
| Personal Effectiveness | Via Online Learning |
| Working in a Business Environment | 28 Nov 2025 |
| Principles of Bookkeeping Controls | 11, 18, 25 Nov 2025 |
| Basic Costing | 17 Dec 2025 |

| NORWICH | DATES |
|------------------------------------|-----------------------|
| Welcome to the World of Work | 10 Sep 2025 (AM only) |
| Basic Excel | 10 Sep 2025 (PM only) |
| Introduction to Bookkeeping | 2, 9, 16, 23 Oct 2025 |
| Personal Effectiveness | Via Online Learning |
| Working in a Business Environment | 5 Nov 2025 |
| Principles of Bookkeeping Controls | 14, 21, 28 Nov 2025 |
| Basic Costing | 17 Dec 2025 |

| PETERBOROUGH | DATES |
|------------------------------------|--|
| Welcome to the World of Work | 23 Sep 2025 (AM only) |
| Basic Excel | 23 Sep 2025 (PM only) |
| Introduction to Bookkeeping | 2, 9, 16, 30 Oct 2025 |
| Personal Effectiveness | Via Online Learning |
| Working in a Business Environment | Attend Cambridge, Milton Keynes or Norwich |
| Principles of Bookkeeping Controls | 17 Nov, 1, 8 Dec 2025 |
| Basic Costing | 17 Dec 2025 |

Times
9:30am to 4:15pm



Pricing

| Prices per delegate | Prices excluding VAT |
|---|-------------------------|
| Finance Fundamentals Fast-Track - Access to Level 3 | £995 |



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