THE BOOKKEEPING PROGRAMME

Dear Sir/Madam

Thank you for your enquiry regarding the bookkeeping programme.

As promised I enclose the information you requested along with an enrolment form.

If you wish to enrol on the programme then please return your completed enrolment form.

Please telephone me if you would like to discuss your training options further.

Yours faithfully

Jane Hasler
Course Adviser
The Book-keeping Programme

The new bookkeeping programme available from Premier Training

As easy as 1-2-3

The Book-keeping Programme is a course designed to ensure you obtain a sound knowledge of bookkeeping, developing the necessary practical skills to understand all areas of the subject. The course is ideally suited to a diverse range of people from school leavers to mature learners and career changers, whether they wish to embark on a career in bookkeeping or expand their skills in their current role. The programme will prepare you for examinations leading to:

- International Association of Book-keepers (IAB) Basic and Intermediate level
- ABC Book-keeping Certificate (awarded by the AAT)
- Pitman Book-keeping levels 1 and 2

PREMIER TRAINING – Specialists in Accountancy Training

Telephone: 0870 350 1362
Premier Training was established in 1997 to provide high quality training and technical support for accountancy personnel.

The company is owned by its Lecturers and is a registered training centre with the following professional bodies:

- **Association of Accounting Technicians (AAT)**
- **Association of Chartered Certified Accountants (ACCA)**
- **Institute of Certified Book-keepers (ICB)**

We are located in North Lincolnshire:

- fully equipped lecture rooms
- comfortable student study rooms
- rest areas with snacks and drinks facilities
- plenty of 'free' car parking space
- friendly and approachable lecturers
- facilities for disabled
- a first rate administration team
- Video conferencing facilities

At Premier Training we understand the needs of adult learners and we do all we can to support your studies. Finding time to study is always a challenge for people with busy lives, but with our courses you can learn at your own pace and where you choose – at home, at work, while commuting or where ever is best for you.

You can enrol with us at any time, and when you enrol you’ll receive high quality learning materials and be assigned a personal tutor who will provide you with sound advice and constructive feedback on your studies.

They are available to you in order to resolve any study or technical problems during normal working hours Monday to Friday and on Monday and Thursday evening up to 8.00pm.

Our tutors are chosen for their subject expertise, their knowledge of open learning and their broad experience in adult learning. They know how to encourage and inspire students, and offer solutions to their problems. They will give helpful and encouraging feedback on your assessments.

We also offer you an important guarantee:

*If you fail your assessment or examination we will carry on tutoring you for the course you have enrolled on for one further year, provided you have applied for the extra tuition within two months of receiving the result.*

So remember, when it’s a question of bookkeeping, the answer is simple - Premier Training a name you can count on.

Rose Crockett BA (Hons),
Course Director
Tele 0870 350 1362
About the Course

The Book-keeping Programme teaches you the essential bookkeeping skills in both a flexible and affordable way. Developed by Premier Training, the new qualification is the first of its kind to be offered on CD-ROM.

Unlock your potential

The Book-keeping Programme is ideal for those looking for a more flexible method of training. Our approach helps you fulfil your potential, concentrating on the need to develop practical skills in a flexible learning environment.

Benefits to you

- The opportunity to access multimedia computer based learning and learn in an innovative, interactive way.
- The flexibility to learn at a time and place convenient to you: you have complete control over the pace of your learning.
- The availability of a comprehensive student workbook to support your training.
- The opportunity to obtain a recognised qualification, relevant to the workplace. You can achieve your goals in a flexible, convenient and interesting way as an alternative to traditional exams.
- Formal recognition of skills and achievement, which can help improve salary and career prospects.
- No previous experience is needed, however access to a computer is essential.

What is assessed?

This computer based interactive learning method is designed to nurture the learning process and provide you with a well-presented and structured course. The course itself has been split into five units for ease of learning:

- Introduction to business
- Accounting adjustments
- Practical bookkeeping
- Final accounts
- Self-test questions
Introduction to business

This unit covers the double entry recording transactions up to trial balance, and the production of the profit and loss account and balance sheet from the trial balance.

Traditional T-accounts are used, as well as journal entries in a typical computer format. No previous knowledge is required.

By the end of 'Introduction to business', you will have learned to record transactions in double entry terms, extract a trial balance and prepare a simple set of accounts for a sole trader.

Accounting Adjustments

This unit covers specific double entry techniques using the knowledge of double entry learned in the 'introduction to business' unit. Topics such as accruals and prepayments, fixed assets and depreciation, leasing, loans, and hire purchase are all dealt with within this unit.

By the end of 'Accounting Adjustments', you will have learned how to process most types of common transactions and adjustments and be able to produce a more complex set of accounts for a sole trader.

Practical bookkeeping

This unit covers the recording of transactions in the primary records of businesses, and the posting of the ledgers from the books of original entry.

By the end of this unit, you will be familiar with the more practical aspects of day-to-day bookkeeping.

Final accounts

This unit looks at the financial statements of different types of businesses - clubs and societies, partnerships and limited companies.

By the end of this unit, you will be familiar with the contents and format of Receipts & Payments and Income & Expenditure Accounts, as well as the Accounts of partnerships and limited companies.

Self-test questions

This section provides three tests comprising of a set of questions in a variety of formats. Tests correspond to the teaching units (Unit 1, Unit 2, Units 3&4). You can simply log on to the system, answer the questions and have your results recorded. Feedback is provided by the system.

The tests provide an ideal way of verifying, under simulated assessment conditions, the knowledge and understanding gained as a result of working through the lessons in each unit.
How long will it take to complete the programme?

There are no time restrictions and you are encouraged to progress at your own pace. On average it is anticipated that the programme will take about three months to complete. However, this will depend on your individual circumstances, your level of experience and the type of work you may already be doing.

How can you train and how much will it cost?

The Book-keeping Programme is available to you as a Home-Study package at a cost of £299.00 including VAT. The package includes:

- CD-ROM
- Supporting Study Manual
- Telephone helpline and tutorial support
- 2 assignments with marking and full feedback service

Registration

- You do not need to register with the AAT to do ABC.
- You need to register with IAB / Pitmans to do their examinations

AND FINALLY…

Decide to study with Premier Training and we’ll provide you with all the ammunition you need. Our comprehensive flexible study course combines specially designed study material with all the support and guidance you’ll need to gain competence in the assessments.

Your course package will contain all the study materials you will need. Effective assessment technique is critical to your success and you will need to practice to get it right.

How to Enrol

You can enrol regardless of academic background, nationality, age, location, sex, religion or occupation; and with the determination to succeed you will gain a qualification which is internationally recognised.
Return your completed enrolment form with payment to:

Premier Training
Resource Centre
Margaret Street
Immingham
N E Lincolnshire
DN40 1LE

Alternatively you can telephone us on 0870 350 1362 and arrange for a demonstration.

**Paying for your Course**

The completed application form must be accompanied by the appropriate fees, or employer's authorisation. Where an employer's authorisation is received, the full fees are payable within 7 days of the invoice date. The employer is fully responsible for the payment in all circumstances including termination of employment or cancellation of course. Cheques should be made payable to 'Premier Training'
## BOOK-KEEPING PROGRAMME ENROLMENT FORM

Please complete all parts of this form in BLOCK CAPITALS

### 1a. Your Details

Surname  ______________________________________________

Forename  ________________________________

Address  _______________________________________________

Postcode  ________________________________

Telephone (home) ___________________  (work)_______________

e-mail address____________________________________________

### 1b. Your Employer's Details

Only students sponsored by their employer need fill in this section and section 2c

<table>
<thead>
<tr>
<th>Training Manager's name</th>
<th>Company name</th>
<th>Address</th>
<th>Postcode</th>
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### c. Student's / Employer's authorisation

I / We are responsible for payment of fees due on receipt of the invoice in respect of the student here named and undertake to inform you in writing of any change to this arrangement. I / We understand that we are fully responsible for the payment of fees due in all circumstances including termination of employment or cancellation of course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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STUDENTS OR EMPLOYERS MUST SIGN SECTION 2c

### 2a. Payment details

<table>
<thead>
<tr>
<th>Price</th>
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<tbody>
<tr>
<td>Bookkeeping Programme</td>
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</tr>
<tr>
<td>Bookkeeping Programme PLUS DVD 'Understanding Basic Bookkeeping'</td>
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Postage & Packaging

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<td>£42.00</td>
<td>£</td>
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### b. Method of payment

Tick one box only

- Please invoice my employer and make sure section 2c is completed

  I enclose a cheque/PO made payable to PREMIER TRAINING for £ _________________________

  Please charge credit/debit card number

  Expiry date /  Issue number  Security Number (last 3 digits on reverse of card)  Start date (switch only) /

Please supply cardholder’s name, address and post code if different to that above.

FOR OFFICE USE ONLY: Order taken by__________ Date ___________ Processed by ___________ Invoice No ___________