

SKILLS BOOTCAMPS

Bookkeeping &
Digital Skills
for Accountancy

 Funded by
UK Government

 SKILLS
FOR LIFE
SKILLS
BOOTCAMPS



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We aim to be the training provider that makes a lasting, positive, impact on the lives and careers of our learners and on the businesses of our employers, and in doing so, make a real impact on the lives and careers of our team, allowing them to fulfil their professional and vocational ambitions.

SIMON DEANE

Director

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ABOUT THE SKILLS BOOTCAMP

BOOKKEEPING AND DIGITAL SKILLS FOR ACCOUNTANCY BOOTCAMP – TAILORED FOR INDIVIDUALS AND BUSINESSES

Our **Bookkeeping and Digital Skills for Accountancy Skills Bootcamp** is a 12-week programme designed to help individuals and businesses build practical bookkeeping knowledge and digital finance skills. It forms part of the Government's *Skills for Life* initiative and is **fully funded by the UK Government** for those aged 19 and over.

This Bootcamp is particularly well suited to **self-employed individuals and small business owners** who want to manage their finances more effectively and understand the numbers that drive their business. It's also ideal for career changers, jobseekers, and employees who want to gain transferable finance and digital skills to progress in their roles or explore new opportunities.

Participants will gain hands-on experience with real-world bookkeeping and accounting tasks, including **Xero accounting software** and digital reporting tools. By the end, you'll have practical skills, recognised certification, and the confidence to apply what you've learned in your business, your workplace, or your next career step.

FUNDING ELIGIBILITY

This programme is fully funded for those aged 19+, making it accessible to adults looking to develop accountancy and digital skills.

Unemployed, self-employed, or career changers – FREE (fully funded by Government)

Employers with under 250 staff – contribute just 10% of course cost (£308.70)

Employers with 250+ staff – contribute only 30% of course cost (£926.10)

ELIGIBILITY 

PROGRAMME HIGHLIGHTS

- **Practical Accounting Skills** – Learn to manage financial transactions, reconcile accounts, and generate reports using industry-standard bookkeeping methods.
- **Xero Accounting Software** – Gain experience using Xero, a leading digital accounting platform used by businesses across the UK. Learn how to automate tasks and create accurate, real-time financial reports.
- **Core Accounting Knowledge** – Build a solid foundation in bookkeeping principles, financial reporting, and compliance.
- **Incorporating The Balancing Act** – The Bootcamp includes elements of The Balancing Act, an award-winning self-study bookkeeping course developed by Accountancy Learning. Recognised by employers, it complements the Bootcamp by reinforcing essential bookkeeping skills through flexible self-study ([see thebalancingactedu.co.uk](http://thebalancingactedu.co.uk)).

ASSESSMENT

- **Xero Advisor Modules** – Complete modules and exercises that demonstrate practical competence.
- **Continuous Assessment** – Engage in realistic accounting activities to gain hands-on experience.
- **Feedback & Reflection** – Receive tutor feedback, participate in discussions, and reflect on your progress to consolidate learning.

PROGRAMME OUTCOME

By the end of the Bootcamp, participants will have:

- **Practical Bookkeeping Knowledge** – Apply accounting principles effectively in real-world situations.
- **Digital Skills for Modern Accounting** – Use Xero confidently to manage business finances and reporting.
- **Career Development Skills** – Receive one-to-one guidance to plan next steps, strengthen applications, and prepare for opportunities in the accounting and finance sector.

PROGRAMME OVERVIEW

This Bootcamp offers a comprehensive learning experience for individuals and businesses, combining theory with hands-on practice. You'll gain confidence in handling financial transactions, reconciling accounts, and supporting business decision-making with accurate financial information.

COURSE SCHEDULE

Our Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy is a 12-week funded programme for those aged 19+. The outline below shows what you'll cover each week — from bookkeeping foundations and software training, to take the next step in your career — whether that's employment, self-employment, or further study.

WEEK	TOPIC
1	WELCOME, DEVELOPMENT AND SUPPORT, EMPLOYERS INVOLVED, FUTURE PATHWAYS, NEXT STEPS
2	INTRODUCTION TO BUSINESS, BASIC BOOKKEEPING PARTS 1-4
3	SALES SYSTEM AND PROCESSING SALES DOCUMENTS, DEALING WITH VAT, RECORDING CREDIT SALES, RECORDING SALES RECEIPTS
4	PURCHASE SYSTEM AND PROCESSING PURCHASES DOCUMENTS, RECORDING CREDIT PURCHASES, RECORDING PAYMENTS, PETTY CASH BOOK, PAYROLL
5	BANK RECONCILIATION
6	POSTING SALES AND RECEIPTS TO LEDGERS, POSTING PURCHASE AND PAYMENTS TO LEDGERS, CONTROL ACCOUNT RECONCILIATIONS, TRIAL BALANCE
7	ACCRUALS AND PREPAYMENTS, DOUBTFUL DEBTS, STOCK
8	SUSPENSE ACCOUNT, NCA, DEPRECIATION, EXTENDED TRIAL BALANCE
9	PREPARE FINANCIAL STATEMENTS
10	ETHICS, XERO ACCOUNTING SOFTWARE - GETTING STARTED
11	USING ACCOUNTING SOFTWARE CORRECTLY - INCLUDING XERO ADVISOR CERTIFICATION
12	TAILORED WORKSHOPS, ONE-TO-ONE MEETINGS

TUTOR SUPPORT

You'll have access to dedicated one-to-one tutor support throughout your Bootcamp. Our tutors are there to guide you every step of the way, helping you stay on track and get the most from your learning experience.

- ✓ Regular progress reviews and personalised feedback
- ✓ Individual check-ins to keep you motivated and confident
- ✓ Tailored advice on career development and next steps
- ✓ Optional CV and interview guidance for those exploring new opportunities
- ✓ Connections to local networks and our Talent Programme, linking learners with employers and business contacts

HOW TO APPLY

Spaces are limited to small cohorts to maximise support and job outcomes.

Register your interest today to join our next cohort and secure your place.

[REGISTER INTEREST](#) 





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