

# Vocational Courses & Qualifications

AAT Bookkeeping  
YMCA Awards  
CIPD



Fairfield School of Business

[fsb.ac.uk](https://fsb.ac.uk)





# Why Study AAT Bookkeeping at Fairfield School of Business?

Choosing to study AAT (Association of Accounting Technicians) bookkeeping at Fairfield School of Business (FSB) offers unique advantages tailored to those looking to build a successful career in finance or accounting. With an AAT bookkeeping qualification from FSB, you'll be well-equipped to step into roles such as Bookkeeper, Accounts Assistant, or Finance Officer.

## Courses Offered at Fairfield School of Business:

AAT Level 1 Award in Bookkeeping

Begin your journey into the world of finance with an introduction to basic bookkeeping concepts. Learn the foundational skills required to manage financial records, understand transactions, and prepare for more advanced studies in accounting.

AAT Level 2 Certificate in Bookkeeping

Build on your foundational knowledge by mastering more complex bookkeeping tasks. This course covers double-entry bookkeeping, managing ledgers, and producing financial statements, equipping you with the practical skills needed for a bookkeeping role.

AAT Level 3 Certificate in Bookkeeping

Advance your expertise in bookkeeping with this comprehensive course that delves into more sophisticated financial processes. Learn how to manage accounts, prepare final accounts for sole traders and partnerships, and gain a deeper understanding of VAT and payroll processes, preparing you for higher-level roles in accounting.

## Key Benefits of Studying AAT Bookkeeping at FSB:

Flexible Study Options

At FSB, we understand the importance of balancing studies with other commitments. That's why we offer a flexible study schedule, where you only need to attend classes 2 days a week—one day on campus and one day online. This flexibility allows you to manage your time effectively while still receiving a high-quality education.

Levels for All Experience

Whether you're just starting or looking to advance your skills, FSB offers AAT courses that cater to all experience levels. You can begin at the level that's right for you, progressing from foundational knowledge to more advanced bookkeeping techniques.

Essential Knowledge

FSB's AAT bookkeeping courses equip you with the essential knowledge needed to thrive in the finance industry. You'll learn how to manage financial records, process payments, and understand financial transactions—skills that are crucial in any accounting role.

Specialized Bookkeeping Knowledge

At FSB, you'll gain in-depth expertise in bookkeeping, which is fundamental to many accounting roles. This specialized knowledge will set you apart in the job market and prepare you for a successful career.

Career Opportunities

With an AAT qualification from FSB, you'll be well-prepared to pursue a variety of roles in the finance industry, including Bookkeeper, Accounts Assistant, Payroll Clerk, or Finance Officer. The skills and knowledge you gain here will provide a strong foundation for your career advancement.

Practical Skills Focus

At FSB, we understand the importance of balancing studies with other commitments. That's why we offer a flexible study schedule, where you only need to attend classes 2 days a week—one day on campus and one day online. This flexibility allows you to manage your time effectively while still receiving a high-quality education.

Pathway to Advanced Qualifications

An AAT qualification from FSB isn't just an endpoint; it's a steppingstone to further qualifications like ACCA, CIMA, or even Chartered Accountant status. This opens doors to more advanced and specialized roles in the finance industry.



# Job Opportunities

- Bookkeeper
- Accounts Assistant
- Payroll Clerk
- Finance Officer

## Course Cost & Duration

AAT Level 1 Award in Bookkeeping

Cost £84	Duration 8 weeks	Hybrid learning
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AAT Level 2 Certificate in Bookkeeping

Cost £194	Duration 13 weeks	Hybrid learning
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AAT Level 3 Certificate in Bookkeeping

Cost £220	Duration 23 weeks	Hybrid learning
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START YOUR JOURNEY TO A SUCCESSFUL CAREER  
in finance with FSB's AAT bookkeeping courses

TAKE THE FIRST STEP TOWARDS YOUR FUTURE TODAY



# Why Study YMCA Awards at Fairfield School of Business?

Choosing to study **YMCA courses** at Fairfield School of Business (FSB) offers unique benefits tailored to those passionate about health, well-being, and social care. With YMCA qualifications from FSB, you'll be well-equipped to step into roles that make a positive impact in the community, such as Community Support Worker, Health and Well-being Advisor, or Mental Health Support Worker.

## Courses Offered at Fairfield School of Business:

**YMCA Level 2 Award in Mental Health Awareness and Understanding Approaches to Support Individuals**

Gain insight into key mental health issues and learn effective approaches to supporting individuals in need.

**YMCA Level 2 Award in Nutrition for Healthy Living**

Understand the basics of nutrition and how to promote healthy lifestyle choices within different communities.

**YMCA Level 2 Award in Safeguarding & Protecting Young Children & People**

Develop the necessary skills to ensure the safety and protection of young people, creating secure environments for their development.

**YMCA Level 2 Award in Safeguarding Adults at Risk**

Acquire the knowledge required to identify and support adults at risk, ensuring their safety and well-being in various settings.

## Key Benefits of Studying YMCA Courses at FSB:

**◆ Comprehensive Health and Well-being Focus**

At FSB, our YMCA courses are designed to promote both mental and physical well-being, equipping you with essential skills and knowledge to effectively support individuals and communities. You'll learn to approach health and social care with a holistic perspective, ensuring that you can address a wide range of needs.

**◆ Nationally Recognised Qualifications**

Earning a YMCA qualification from FSB ensures that your expertise is respected across the health and social care sectors. These qualifications are nationally recognised, making your skills highly sought after by employers and enhancing your career prospects.

**◆ Targeted Learning Paths**

Whether you're interested in mental health, safeguarding, or general well-being, FSB offers YMCA courses that cover crucial topics in social care. Our targeted learning paths prepare you to make a meaningful impact in various settings, from community centres to healthcare facilities.

**◆ Flexible Study Options**

FSB understands the importance of balancing studies with other commitments. That's why our YMCA courses are delivered entirely online, allowing you to study at your own pace and fit your education around your work, family, or other responsibilities.

**◆ Industry-Experienced Tutors**

Learn from professionals with extensive experience in health and social care. At FSB, our tutors bring practical insights and real-world examples into the classroom, ensuring that you can apply your knowledge effectively in your future career.

**◆ Foundation for Advanced Learning**

A YMCA qualification from FSB serves as a strong foundation for further study and career advancement. Whether you're looking to specialize in health, nutrition, or safeguarding, our courses provide a solid base for pursuing advanced qualifications and roles in these areas.



◆ Positive Community Impact

FSB's YMCA courses equip you with the skills needed to make a tangible difference in your community. Whether working with children, young people, or vulnerable adults, you'll be prepared to provide informed and compassionate care that improves the quality of life for those you serve.

◆ Diverse Career Opportunities

With a YMCA qualification from FSB, you'll be well-prepared to pursue a variety of roles in the health and social care sectors, including Community Support Worker, Health and Well-being Advisor, or Mental Health Support Worker. These courses provide the practical, applicable skills that employers value.

◆ Enhanced Employment Prospects

An FSB YMCA certification significantly enhances your employment prospects. The practical knowledge and skills you gain will prepare you for a successful career across multiple sectors, including healthcare, education, and social services, where your expertise will be highly valued.

Job Opportunities

Community Support Worker

Health and Well-being Advisor

Mental Health Support Worker

Safeguarding Officer

Course Cost & Duration

YMCA Level 2 Award in Mental Health Awareness		
Cost	£25	Duration 3 Weeks
		Online learning
YMCA Level 2 Award in Nutrition for Healthy Living		
Cost	£25	Duration 3 Weeks
		Online learning
YMCA Level 3 Award in Nutrition to Support Physical Activity		
Cost	£30	Duration 4 Weeks
		Online learning



START YOUR JOURNEY TOWARDS A REWARDING CAREER  
in health and social care with FSB's YMCA courses

TAKE THE FIRST STEP TOWARDS MAKING  
A POSITIVE IMPACT IN YOUR COMMUNITY TODAY

YMCA  
awards



# Why Study CIPD

## at Fairfield School of Business?

Choosing to study CIPD (Chartered Institute of Personnel and Development) at Fairfield School of Business (FSB) offers numerous benefits tailored to those aspiring to excel in Human Resources (HR) and people development. With a CIPD qualification from FSB, you'll be well-prepared to step into pivotal roles in HR, such as HR Manager, Talent Acquisition Specialist, or Organizational Development Consultant.

### Courses Offered at Fairfield School of Business

#### CIPD Level 3 Foundation Certificate in People Practice

Start your HR journey with this foundational course, designed to give you a strong understanding of key HR principles and practices. You'll gain essential skills in areas such as employee relations, recruitment, and performance management, setting the stage for a successful career in HR.

#### CIPD Level 5 Diploma in People Management

Elevate your HR expertise with this advanced diploma, focused on people management. This course covers crucial topics like employment law, talent management, and employee engagement, preparing you to take on more senior HR roles and drive strategic initiatives within your organization.

#### CIPD Level 5 Diploma in Organizational Learning & Development

Specialize in organizational learning and development with this associate diploma. You'll explore advanced strategies for fostering a learning culture within organizations, managing change, and enhancing employee development programs, positioning yourself as a leader in the field of L&D.

### Key Benefits of Studying CIPD at FSB:

#### ◆ Professional Recognition

A CIPD qualification from FSB is a prestigious credential that is widely recognized across the HR and people development sectors. Adding CIPD to your resume enhances your credibility and demonstrates your comprehensive understanding of HR principles, setting you apart from others in the field.

#### ◆ Career Advancement

Studying CIPD at FSB can significantly enhance your career prospects. CIPD qualifications are often essential for senior HR roles and can open doors to new job opportunities, promotions, and salary increases. Stand out in a competitive job market with a qualification that is highly valued by employers.

#### ◆ Practical Knowledge

At FSB, our CIPD courses are designed to provide you with practical, real-world skills that you can immediately apply in your work. The curriculum covers essential areas such as HR management, employment law, organizational development, and more, boosting your effectiveness in your current role and preparing you for future challenges.

#### ◆ Networking Opportunities

When you study CIPD at FSB, you join a vibrant community of HR professionals. CIPD membership offers valuable networking opportunities, enabling you to connect with peers, share knowledge, and access mentorship. These connections can be instrumental in advancing your career.

#### ◆ Continual Professional Development

CIPD at FSB isn't just about earning a qualification—it's about embracing lifelong learning. Stay updated with the latest industry trends and best practices, ensuring your skills remain relevant and cutting-edge throughout your career.

#### ◆ Personal Growth

FSB's CIPD courses also focus on your personal development. Enhance key skills like problem-solving, critical thinking, and strategic planning, which will not only contribute to your professional success but also to your personal growth and confidence in managing complex HR issues.



# Job Opportunities

HR Manager/Director	Talent Acquisition Specialist	Diversity and Inclusion Specialist
Learning and Development Manager	Organizational Development Consultant	
HR Business Partner	Compensation and Benefits Analyst	Recruitment Consultant
Employee Relations Manager	HR Administrator	Change Management Specialist

# Course Cost & Duration

CIPD Level 3 Foundation Certificate in People Practice		
Cost £105	Duration 13 Weeks	Hybrid learning
CIPD Level 5 Associate Diploma in People Management		
Cost £154	Duration 19 Weeks	Hybrid learning
CIPD Level 5 Associate Diploma in Organisational Learning and Development		
Cost £154	Duration 19 Weeks	Hybrid learning

If you're passionate about HR or people management

# PURSuing CIPD QUALIFICATIONS AT FSB

is a strategic move to boost your expertise and career prospects

## TAKE THE NEXT STEP TOWARDS

A FULFILLING AND SUCCESSFUL HR CAREER WITH OUR COMPREHENSIVE CIPD COURSES

HUMAN RESOURCES

TRAINING LEADERSHIP RECRUITMENT

CIPD Approved centre



# Here's why studying PRINCE2 is valuable

Structured Approach

PRINCE2 provides a clear and structured methodology for managing projects, helping you maintain control and ensure projects are delivered on time, within budget, and to the desired quality.

Widely Recognized

PRINCE2 is an internationally recognized certification and methodology used across various industries. Gaining PRINCE2 knowledge can boost your career prospects and professional credibility.

Focus on Business Justification

PRINCE2 emphasizes business justification throughout the project lifecycle, ensuring that projects remain aligned with business goals and deliver real value.

Best Practices

The methodology incorporates best practices and proven techniques in project management, enabling you to systematically apply these practices to achieve project objectives.

Flexibility and Scalability

Designed to be adaptable, PRINCE2 can be tailored to fit projects of all sizes and types — from small projects to large, complex ones.

Continuous Improvement

Encourages continuous improvement by providing processes for reviewing and refining practices, helping organizations enhance their project management capabilities over time.

Improved Project Success Rates

PRINCE2's structured approach helps in identifying and mitigating risks, improving communication, and ensuring comprehensive consideration of all project aspects, leading to higher success rates.

Defined Roles and Responsibilities

The methodology clearly outlines roles and responsibilities, reducing confusion and ensuring every team member understands their tasks and expectations.

Enhance Your Project Management Skills

The methodology clearly outlines roles and responsibilities, reducing confusion and ensuring every team member understands their tasks and expectations.

INVEST IN  
YOUR CAREER  
TODAY  
WITH PRINCE2



Job Opportunities

Project Manager	Program Manager	Consultant	Risk Manager	Project Analyst
Operations Manager	Project Coordinator	Business Analyst	Service Delivery Manager	

Course Cost & Duration

Foundation	
Cost £310	Duration 3 Days
Practitioner	
Cost £470	Duration 4 Days

