

## AAT Qualifications

The AAT Accounting Qualification gives you or your staff the relevant and practical skills to do a wide range of accounting and finance jobs. The course is extremely flexible and is open to all, no matter what their age or previous experience. The AAT is the UK's leading professional body offering skills-based qualifications at accounting technician level. From the first day of training, students will learn techniques and processes that they can use at work.



### What is the Association of Accounting Technicians?

The Association of Accounting Technicians (AAT) is the professional body that represents the entire accounting technician profession across all levels, in all sectors of the economy. Sponsored by CIPFA, ICAEW, CIMA and ICAS, its membership continues to grow rapidly and its qualification is now widely recognised and valued within the accounting profession. These bodies recognise the skill and aptitude of AAT qualified people by offering them attractive opportunities for further career progression.

We are an Approved Assessment Centre of the AAT and have been so since 1993. The provision of our training is closely monitored by external verifiers who inspect us annually. We were the first provider to achieve the Training Quality Standard with Excellence in Accounting.

### Who is the AAT qualification for?

Accounting technicians work at all levels of finance from accounts clerks to financial controllers. They work in all industries and sectors and in organisations large and small.

In a small organisation, accounting technicians may be the only trained finance staff employed. In a large company, they are a crucial part of a balanced team working alongside chartered accountants and administrative staff.

Some AAT full members provide accounting services on a self-employed basis. Fully regulated, they provide a cost-effective accountancy and taxation service, particularly to small and medium sized enterprises.

The AAT qualification is available at 3 levels; Level 2 Certificate in Accounting, Level 3 Diploma in Accounting and Level 4 Diploma in Accounting.

### How is the Qualification delivered?

We offer a choice of day and evening courses in Plymouth, Exeter and Taunton for all levels and day courses for all levels in Torquay. The AAT qualifications are also available via distance learning with the option to join taught classes.

### When does it start?

Enrolment is on a "roll on roll off basis", which means that learners can enrol on the qualification at any time of the year.

### How long does it take?

It usually takes 3 years to become fully AAT qualified. However, at all venues A+ offers a fast-track route at Certificate level which can be completed within 7 months, reducing the overall time to 2.5 years.

If a learner chooses to enrol on an AAT programme they will be required as a separate exercise to register as a student with the AAT.

Certificate level 2	16/17 year old school leavers or adults with no book-keeping experience would enter here.
Diploma Level 3	School leavers aged 18+ or adults with basic book-keeping experience could go straight in here.
Diploma Level 4	Only applicants with a strong background in accounting would be advised to start here.

The new syllabus that comes into effect on 1st July 2010 is shown overleaf.

The course is assessed by means of a mix of computer based tests, projects, case studies, observations and witness testimonies.



## LEVEL 2 ACCOUNTING

Learning and Assessment Area	Mandatory (Core Qualification) units
Basic Accounting I	Principles of recording and processing financial transactions Preparing and recording financial documentation
Basic Accounting II	Processing ledger transactions and extracting a trial balance Maintaining and reconciling the cash book Banking procedures Maintaining the petty cash records Maintaining the journal Maintaining the control accounts
Work Effectively in Accounting and Finance	Work effectively in accounting and finance
Basic Costing	Basic principles of costing Provide basic cost and revenue information
Computerised Accounting	Computerised accounting (imported unit)
Additional Unit for Level 2 Apprenticeship students only	
Professional Ethics in Accounting and Finance	Professional ethics in accounting and finance

## DIPLOMA LEVEL 3

Learning and Assessment Area	Mandatory (Core Qualification) units
Accounts preparation I	Principles of accounts preparation Extending the trial balance using accounting adjustments Accounting for fixed assets
Accounts preparation II	Preparing accounts for partnerships Prepare final accounts for sole traders
Cash Management	Principles of cash management Cash management
Costs and Revenue	Principles of costing Providing cost and revenue information
Indirect Tax	Principles of VAT Preparing and completing VAT returns
Professional ethics in Accounting and Finance	Professional ethics in Accounting and finance
Spreadsheets software	Spreadsheet software (imported unit)

## DIPLOMA LEVEL 4

Learning and Assessment Area	Mandatory (Core Qualification) units
Financial statements	Principles of drafting financial statements Drafting financial statements
Budgeting	Principles of budgeting Drafting budgets
Financial Performance	Principles of managing financial performance Measuring financial performance
Internal control and Accounting systems	Principles of internal control Evaluating accounting systems
Optional units - 2 from 4	
Credit Management and Control	Principles of credit management Control of debit and credit
Personal tax	Principles of personal tax Calculating personal tax
Business tax	Principles of business tax Calculating business tax
External auditing	Principles of external audit Auditing financial statements

## Next steps...

- Call us now on 01752 256610.
- Send an email to [info@aplustraining.co.uk](mailto:info@aplustraining.co.uk) for further information and details of any possible discounts.
- Visit [www.aplustraining.co.uk](http://www.aplustraining.co.uk) for more details on the AAT qualification, careers guide, case studies from our students, or to submit an enquiry online and register for updates.

