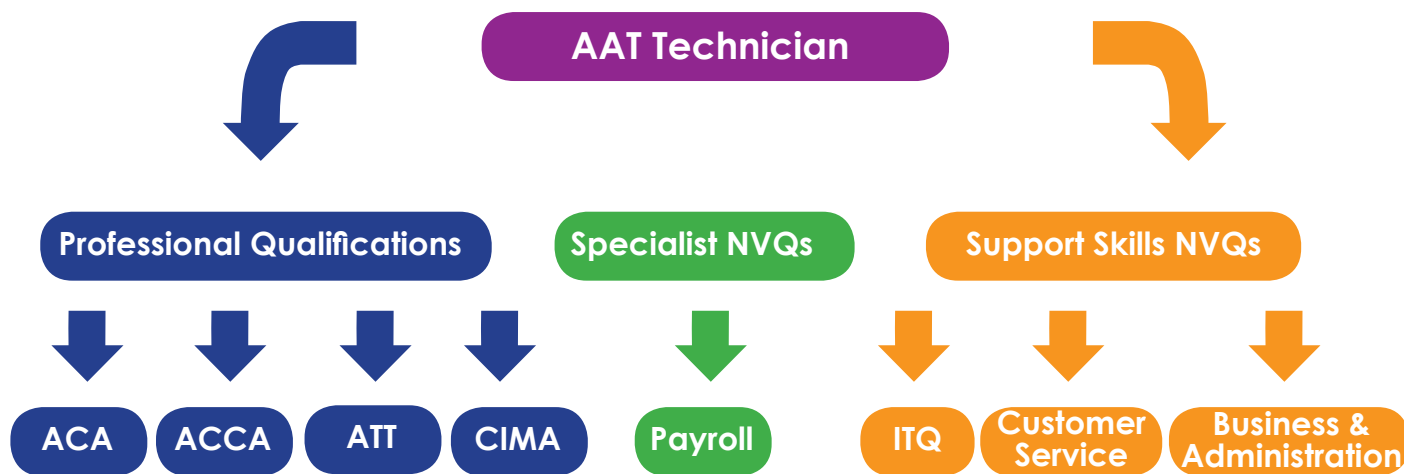


Beyond AAT - Progression Routes

Just finished your AAT? Wondering what to do next?
Here are a few suggestions.....



Professional Qualifications

ACA (Chartered Accountant)

AAT qualified staff now have the chance to get ACA qualified in Exeter.

We don't offer this ourselves but were instrumental in arranging for BPP to start delivering a special ACA programme in Exeter in September 2008. This was aimed initially at AAT progressions, but from September 2009 it will also be suitable for a graduate intake. The cost and study time commitment is considerably less than the traditional programme and it also allows you to spread the training (and therefore the cost) over 3 ¼ years instead of 2 ¼.

Based around the ICAEW's learning materials and supplemented by BPP's own courseware, the programme blends web based learning and distance learning with face to face revision courses. You may also qualify for exemptions from the knowledge modules.

Details can be obtained from Jim O'Brien at BPP – jimobrien@bpp.com



ACCA (Chartered Certified Accountant)



From September 2009, A+ will be delivering the ACCA qualification. The course format will be based on what many of you already subscribe to - namely a distance learning course supported by a kick start session and a pre-exam revision course of either 3 or 4 days per paper. It will initially be aimed at AAT progressions who are exempt stage 1 (the Knowledge Modules of the Fundamentals level) but we will introduce support for those commencing at this level in 2010.

Enrolment can be made now in order to reserve your place on the programme. The course will be structured to support exams in:

December 2009	Taxation; Auditing
June 2010	Financial Reporting; Law
December 2010	Performance Mgt and Financial Mgt

We will 'build up' our delivery, so we will also run courses for Tax and Audit in June 2010 and all 6 of them in December 2010. For June 2011 we will start to offer programmes for the final levels. The course will be held in Exeter.

ATT (Association of Tax Technicians)



From September 2009, A+ will be also offering the ATT qualification. The courses will be held in Exeter.

We will be offering modules in Personal Tax, Professional Admin and Ethics, Business Compliance and VAT. Personal Tax, Professional Admin and Ethics will be covered between October to April with exams in May 2010. Business Compliance and VAT will run between June to October with exams in November 2010.

The Business Tax module is exempt for those who have achieved the Business Tax unit at AAT in the last three years. Where learners are not exempt, A+ will provide additional study material for this unit. Students may also attend our AAT Business Tax workshops as the material is very similar (hence the exemption).

We have always worked closely with Bridgwater College and Camborne College and are happy to also point out that they too provide ATT courses, albeit in a different format. So, wherever you are in the South West, you should be able to access ATT training. Camborne College also offer ACCA training on a day release basis.

CIMA (Chartered Management Accountant)

We don't offer CIMA yet but if enough of you tell us that you want to... well, we will see what we can do!

Specialist NVQs

Payroll (NVQs Level 2 and 3)



We have recently started to offer the NVQ and the Apprenticeship in Payroll Administration (awarded by the AAT).

The AAT Levels 2 + 3 in Payroll Administration are qualifications that are focused on skills and knowledge that you can use day to day when you are working in payroll. Qualification usually takes between 1 and 2 years for both levels. However, there are no restrictions and you can progress at your own pace. You will study in tutorials, by email and/or in the work place covering a wide range of subjects such as maintain employee records, ascertain gross pay and determining net pay.

There are two different forms of delivery format:

In the work place

For those with existing experience in Payroll, we will visit the learner on site to assess direct workplace evidence for the NVQ. Any technical input needed can be provided by our assessor/tutor on these visits. This will avoid the need to attend formal workshops, as we are aware that many of these learners may work part time and/or have too many weekly deadlines to hit to be able to get out of the office. All our learning materials will be available to them online on Moodle.

Mix of taught sessions and in the workplace

For those with limited practical experience (possibly progressing from AAT), they will be able to attend a monthly tutorial – which

will be a mix of formal teaching and individual study support. Assessment could either be by simulation or by workplace evidence if available.

There is one 3¼ hour exam needed for both the Level 2 and the Level 3 qualification – sat in June or December and the course could take either 6 or 12 months depending on the level of prior experience and knowledge.

Depending on eligibility, funding might be available to support the Level 2 course under Train to Gain.

Support Skills NVQs

ITQ (NVQ Level 2)

Give your IT skills a boost. Modules include Word, Excel, PowerPoint, Access, internet and email. The course is delivered via online learning materials supported by a telephone helpline or weekly open study days at A+ in Taunton, Exeter and Plymouth. You can enrol at any time in the year and depending on your individual circumstances, you could complete the qualification in 6 to 9 months. If you were eligible for apprenticeship funding previously, it is highly likely that you will be eligible for funding under Train to Gain. The course would therefore be free and can be studied alongside ACCA/AAT.

Customer Service (NVQ Level 2)

Do you want to deliver world class customer service? Do you want to retain your clients who go on to recommend you to other people? How about an NVQ in Customer Service? The NVQ is delivered by supported individual study coupled with on-the-job training, which means that you study in your own time and gather evidence from your work place to support what you are learning. Depending on your individual circumstances, it is anticipated that it will take between 4 and 6 months to complete the NVQ. Themes include impression and image, building client relationships, problem resolution and continuous improvement. Funding may be available under Train to Gain.

Business & Administration Levels 2 and 3 (NVQ Levels 2 and 3)

Administration skills are crucial to the effectiveness and efficiency of any role or organisation. A qualification in business and administration demonstrates a thorough understanding of current theory and practice and is respected and recognised by practitioners and employers alike. Similar to Customer Service, the NVQ is delivered by supported individual study coupled with on-the-job training. There are no time restrictions and you are encouraged to progress at your own pace. The time spent will vary according to your individual needs, including time available for on-the-job training, producing work examples and professional discussions. It is anticipated that it will take between 4 and 6 months to complete the NVQ. As well as two mandatory units, you can choose from a range of subjects including plan and implement innovation and change; store, retrieve and archive information; bespoke software; word processing and working with others. Funding may be available under Train to Gain.

Next steps...

- Call us now on 0845 601 4401.
- Send an email to info@aplustraining.co.uk for further information and details of any possible discounts.
- Visit www.aplustraining.co.uk for more details or to submit an enquiry online and register for updates.

