

**Y O U R
FUTURE**



**STARTS
HERE**

AAT offers world-class accounting and finance qualifications. We lead the way in the development of practical, real-world skills for use at all levels of business.

+44 (0)20 3735 2400
aat.org.uk



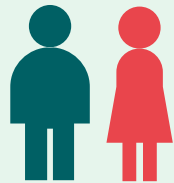
Skills that matter

Regardless of size or industry, every business needs staff with finance and accounting expertise.

These highly transferable skills help us to understand and maintain the health of a business – from the recording of financial transactions through to forensic analysis of expenditure and income.

AAT qualifications provide these in-demand skills along with the confidence and expertise to flourish in a wide range of careers.

We're a professional membership body



140,000+
members and growing

We attract new members and students year on year

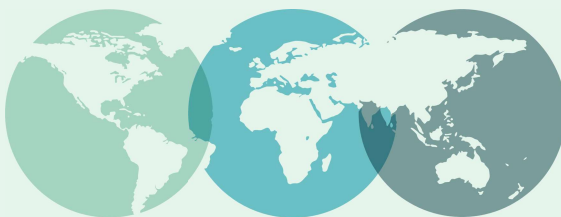


97%
of full members would
recommend AAT



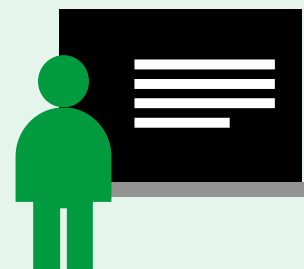
100,000+
Facebook followers

We have members across the globe



Members in
100 countries

We support and develop our students through more than 550 AAT training providers



550+
training providers

STUDY AAT AROUND THE WORLD

Training providers are the colleges or distance learning providers who deliver AAT qualifications. Whether you want to study in the classroom or from home, your training provider will supply the tuition so you can progress and achieve your AAT qualification.

If you want to study in a classroom, AAT has approved training providers around the world.

You can also study from home by distance learning, and sit your assessments at local venues around the world.

To choose an AAT training provider with the location and teaching style to suit you, go to aat.org.uk/training-providers/search

How will I be assessed?

All AAT assessments are practical computer based assessments, available to sit periodically throughout the year.

Assessments may be:

computer marked

– meaning you'll get your provisional results straight away

partially computer marked and partially human marked

– you'll get your results within six weeks

human marked

– you'll get your results within six weeks.

AAT Accounting Qualifications also include an individual synoptic assessment at each level. These draw on and test your understanding of connections between different topics covered across that level.

Getting started

Here's what you need to do

1

Read this guide

Find out about AAT, our qualifications, study options, and where we can take you in your career.

2

Choose the right qualification for you

If you're not sure which AAT qualification to study, speak to an advisor on **+44 (0)20 3735 2400** or use the interactive qualifications navigator at aatqualificationsnavigator.org.uk

3

Enrol with a training provider

Pick and enrol with a training provider whose study options suit you.

4

Register with AAT

Once you've enrolled with a training provider you'll need to be registered with AAT to sit your assessments and access a wide range of study support. You can find out more and register online at aat.org.uk/world

5

Qualify

Add a recognised professional qualification to your résumé and enhance your future prospects.

AAT BUSINESS SKILLS QUALIFICATION

AAT's Access Award in Business Skills is the perfect qualification for preparing to take those first steps into the world of work.

The qualification will provide students with the fundamental, practical business skills needed to successfully start a career.

The Access Award in Business Skills will suit you if:

- ✓ you're a school leaver and looking to learn basic business skills
- ✓ you enjoy maths and want to see if it's a possible career for you
- ✓ you've not worked in an office environment and want to gain skills in professional office behaviour.

The Access Award in Business Skills consists of:

- Preparing for Work
- Using Numbers in Business
- Sales and Purchases in Business

Topics covered include:

1

Understanding how an organisation operates.

2

Developing skills appropriate for business.

3

How to apply for a job.

4

How to perform simple business calculations.

5

Understanding the basic principles of sales and purchases.

AAT ACCOUNTING QUALIFICATIONS

AAT's highly established, industry recognised accounting and finance qualifications consists of three levels – **foundation**, **advanced** and **professional**.

FOUNDATION CERTIFICATE IN ACCOUNTING

The foundation qualification covers basic accounting principles and techniques, from costing and double-entry bookkeeping to using accounting software.

The Foundation Certificate will suit you if:

- ✓ you work in accounts and would like a formal qualification in the field
- ✓ you would like to acquire new skills to help with a change in your career
- ✓ you're a school leaver looking for an introduction to accounting and finance.

The Foundation Certificate consists of:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work Effectively in Finance
- Using Accounting Software

Topics covered include:

1

Processing payments and receipts.

2

Preparing invoices.

3

Completing bank reconciliations.

4

Using accounting software.

5

Effective business communications skills including letters, memos and informal reports.

ADVANCED DIPLOMA IN ACCOUNTING

The advanced qualification covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. You'll learn and master a number of accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants.

The Advanced Diploma will suit you if:

- ✓ you've completed the foundation accounting level and would like to build your skills
- ✓ you're already working in finance and you'd like a formal recognition of your skills
- ✓ you would like to go onto be an AAT professional member (AATQB or MAAT) or study for chartered status.

The Advanced Diploma consists of:

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting

Topics covered include:

- 1 Making provisions for doubtful and irrecoverable debts.
- 2 Reconciling ledgers with the cash book.
- 3 The importance of professional ethics in the working environment.
- 4 Analysing variances.
- 5 Use of spreadsheets to manage information in the accounting environment.

>>> Find out more at [aat.org.uk/world](https://www.aat.org.uk/world)

AAT ACCOUNTING QUALIFICATIONS

PROFESSIONAL DIPLOMA IN ACCOUNTING

The professional diploma covers higher accounting tasks, including drafting financial statements, managing budgets and evaluating financial performance. On completion, you'll be able to specialise in areas such as tax, auditing and credit control.

The Professional Diploma will suit you if:

- ✓ you've completed the advanced accounting level and would like to build your skills
- ✓ you're already working in finance and you'd like a formal recognition of your skills
- ✓ you would like to go on to be an AAT full member or study for chartered status.

The Professional Diploma consists of:

Mandatory units

- Financial Statements for Limited Companies
- Management Accounting: Budgeting
- Management Accounting: Decisions and Control
- Accounting Systems and Control

Two options from the following five:

- Business Tax
- Personal Tax
- Credit Management
- External Auditing
- Cash and Treasury Management

Topics covered include:

1

Drafting and interpreting limited company financial statements.

2

Preparing forecasts of income and expenditure.

3

Preparing draft budgets and revising them as required by the business.

4

Managing budgets and reporting variances back to the business.

5

Reviewing the finance function to identify risk and make recommendations for improvements.

>>> Find out more at [aat.org.uk/world](https://www.aat.org.uk/world)

AAT BOOKKEEPING

Bookkeeping is a key function at the heart of every business, and the first step in the accounting process. These qualifications will develop the skills needed for a career as a professional bookkeeper.

ACCESS AWARD IN BOOKKEEPING

Learn how to establish key single-entry manual bookkeeping skills, while understanding the role of a bookkeeper.

FOUNDATION CERTIFICATE IN BOOKKEEPING

Learn how to execute the principles of double-entry bookkeeping and understand journals, control accounts and a trial balance.

ADVANCED CERTIFICATE IN BOOKKEEPING

Learn how to prepare financial statements for small and medium-sized businesses and develop complex spreadsheet software skills.

>>> Find out more at [aat.org.uk/world](https://www.aat.org.uk/world)

AAT ACCOUNTING SOFTWARE

Using accounting software is a big part of most modern bookkeeping roles. AAT Accounting Software qualifications run alongside AAT Bookkeeping and give you the opportunity to learn how to apply the core principles of bookkeeping through accounting software.

ACCESS AWARD IN ACCOUNTING SOFTWARE

Learn how to set up accounts, record bank and cash transactions and produce reports, as well as gain an understanding of the benefits and risks of using accounting software.

FOUNDATION AWARD IN ACCOUNTING SOFTWARE

Learn how to use a computerised accounting system to enter accounting transactions, perform reconciliations, correct errors and generate a range of reports.

AAT Bookkeeping and AAT Accounting Software will suit you if:

- ✓ you'd like a solid introduction to bookkeeping – or just a refresher
- ✓ you're already working in finance and you want industry recognised qualifications
- ✓ you want to learn how to apply bookkeeping principles through accounting software.

“I'd applied for a few jobs before studying AAT and wasn't successful, however, with AAT on my CV I got the job I'm in now.”

Comfort Mitchel MAAT
Management Accountant, Sally Salon Services

>>> Find out more at [aat.org.uk/world](https://www.aat.org.uk/world)

Once you've qualified

With an AAT qualification on your résumé, you're perfectly placed to advance your accounting and finance career.

Employers love AAT qualifications

The skills you'll learn are the practical, real-world skills every business needs – from a globally recognised awarding body.

MAAT or AATQB – show your credentials

After completing the final level of our Accounting or Bookkeeping qualifications, you can move upwards to either MAAT or AATQB status – and use these designatory letters after your name.

Be your own boss

Many qualified AAT members go on to set up their own businesses offering a range of financial services to clients.

A pathway onto chartered studies

Once you've completed the Professional Diploma in Accounting, becoming a chartered accountant is a great next step. A third of all AAT students take this route. AAT is internationally recognised and offers very generous exemptions into chartered and certified accountancy bodies.

W H Y A A T ?

1
Practical, real-world skills
that every business needs.

2
A reputable and respected
global qualification.

3
An entry route into
chartered qualifications.

4
Flexible and
cost effective training.

5
Qualifications that are open to everyone
regardless of age or experience.



Get in touch

Choosing to study an AAT qualification is a big decision. That's why we're on hand to help you make those all-important next steps.

From choosing a training provider or study method through to careers advice and progression opportunities, there are a variety of ways you can get in touch and find the information you need.



Call our advisors on
+44 (0)20 3735 2400

Monday to Thursday
09.00 - 20.00 (UK time)

Friday
09.00 - 17.00 (UK time)



Chat to us online
aat.org.uk/find-a-course



Tweet us at **@StudyAAT**



Or you can find all the information you need at **aatglobal.com**

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