

### **DURATION, DAY, DATE AND TIME OF THE COURSE:**

38 weeks, Tuesdays and Thursdays starting on Tuesday 13 September 2022, 17:30 to 21:00 (On Campus).

### **VENUE:**

We are working in partnership with Mindful Education to create a suite of AAT blended learning courses that provide flexible study options, combining online learning with face-to-face lessons in the classroom at East Surrey College, Gatton Point, London Road, Redhill RH1 2JX.

### **PRIOR KNOWLEDGE/SKILLS REQUIRED:**

You must have a sound knowledge of bookkeeping principles to undertake the AAT Level 3 programme.

### **ENTRY REQUIREMENTS:**

Achievement of an AAT Level 2 Foundation Certificate in Accounting is advantageous but not essential.

### **WHAT QUALIFICATIONS WILL I GET?**

AAT Level 3 Advanced Diploma in Accounting.

### **COURSE DESCRIPTION:**

This AAT (Association of Accounting Technicians) advanced level course is a mid-level accounting qualification, ideal for anyone who is looking to advance their existing knowledge of accounting.

This flexible course is delivered in partnership with Mindful Education, and combines online learning with face-to-face lessons in the classroom.

This Level 3 course is part of the National Skills Fund initiative and is fully funded for eligible learners. Alternatively, you can apply for an advanced learner loan to cover the cost of studying this course. Please ask a member of college staff for more information.

Please note: A proportion of this course will be delivered online.

### **UNITS/TOPICS COVERED:**

This qualification covers a range of complex accounting tasks. You will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. You will also gain software skills through spreadsheet training for accounting.

On successful completion of this course, you will be awarded an AAT Level 3 Advanced Diploma in Accounting. This internationally recognised AAT (Association of Accounting Technicians) qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

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

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

### STUDY METHOD – ONLINE AND ON CAMPUS

We have partnered with Mindful Education to deliver this course through our flexible Online and On Campus model.

Online, you will study award-winning video lessons, which are available on demand, and can be viewed from your phone, tablet or computer. Each lesson lasts for around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Practice questions, downloadable lesson materials and interactive case studies help to enhance the learning experience further and you should expect to spend between 3 and 6 hours studying independently online each week (depending on your level of study).

On Campus, you benefit from regular classes with a College tutor who will review what you have learnt during your online lessons. They will be able to provide guidance on progress and assessment. Regular discussion with classmates will help to reinforce key points while also providing the additional support and motivation that comes from being part of a group.

Note regarding Coronavirus (COVID-19): Due to the nature of our Online and On Campus courses, students are able to continue their studies seamlessly. This flexible approach can be easily adapted to suit Government guidance and College policies.

### TYPE OF ASSESSMENT:

This course is assessed through computer-based exams and a synoptic assessment, which draws on and assesses knowledge and understanding from across the qualification.

### EQUIPMENT NEEDED:

Books, pen, paper, calculator, access to the internet, a quiet place to work from home, and a device such as a PC/laptop or tablet.

### WHERE CAN IT LEAD?

On successful completion of this course, you can progress to the AAT Level 4 Professional Diploma.

### COURSE FEE:

£2,573 Standard Fee / £2,882 Full Fee (This Level 3 course may be fully funded for eligible learners as part of the National Skills Fund initiative)

If you are 19+ on 31 August 2022 and studying a Level 3, 4, 5 or 6 qualification, an Advanced Learner Loan may be available for this course. Please call Client Services on 01737 788444 for details or visit [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) for more information on how to apply.

If you are 19+ on 31 August 2022 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2022 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.



Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

**ADDITIONAL COSTS:**

Course textbooks – you will be required to purchase your own books. Your tutor will advise you which books need to be purchased during your first lesson.

Re-sit fees – If you are unsuccessful in an assessment you will be required to pay a re-sit fee.

AAT membership - Students will need to join the professional body, Association of Accounting Technicians (AAT) as a student member, within 4 weeks of starting the course. This fee is paid direct to the AAT. You will be unable to take any assessments without this membership.

**WHAT TO DO NEXT:**

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk). To apply online for this course please visit [www.esc.ac.uk](http://www.esc.ac.uk).

**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

