

## **VENUE AND DURATION OF COURSE:**

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX, 1 year Full-time.

## **ENTRY REQUIREMENTS:**

Candidates must have achieved AAT Level 2 or equivalent, Certificate in Accounting or provide evidence of a good understanding of double entry bookkeeping. You will also be required to have five GCSE Grade 9-4 (A\*-C), including English and Maths.

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

Advanced Diploma in Accounting (AAT) - Level 3.

## **COURSE DESCRIPTION:**

This is the second stage in the AAT suite of qualifications (following the AAT Foundation Certificate in Accounting) which introduces higher level topics to further develop your understanding of Accounting and Finance.

## **UNITS/TOPICS COVERED:**

- Financial Accounting :Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Business
- Business Awareness

## **Additional Unit:**

- ECDL Level 2 or on proof of completion
- ECDL Excel Level 3 Spreadsheets Single Unit

## **TYPE OF ASSESSMENT:**

You will be assessed through computer-based work with written questions.

## **EQUIPMENT NEEDED:**

- Pen
- Paper
- Calculator
- Students will also need to purchase text and work books

## **WHERE CAN IT LEAD?**

Possible job opportunities include Accounts Assistant, Accounts Payable Clerk, Assistant Accountant and Bookkeeper.

**COURSE FEE:**

If you are under 19 on 31/08/2023, tuition is free. If you are 19 or over, please consult Client Services for advice and guidance on funding and eligibility.

Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

**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.

