

# AAT Advanced Diploma In Accounting L3

Course Code Z15CF33A



**Venue:** **Room**

City College Plymouth - Kings Road  
Kings Road  
Plymouth

**Start Date:** 16 November 2022  
**End Date:** 19 July 2023  
**Sessions:** 30  
**Day(s):** Wednesday

PL1 5QG

**Cost of course:** Available On Request

**Start Time:** 18:00  
**End Time:** 21:00

**Cost of course** Unit assessment fee: £240 included in the cost  
Material Fee: £123 included in the cost

**Before you enrol on this course** Please speak to one of our friendly learning advisers who can support you to enrol on 01752 660713. This course is not available for online enrolment. You will need to take an initial assessment prior to entry onto this course, to ensure you are studying at the appropriate level.

In addition to your course fee you will need to pay a one of registration fee to the Association of Accounting Technician (AAT). The total fee £225.

**Entry requirements** This qualification is a progression route for students who have achieved the Level 2 Certificate in Accounting. It's also suitable for those who have already started their journey studying a related subject and are looking to develop their skills in accounting, or for those who have already started working in finance and who have a need and desire to attain formal recognition of their skills.

Entry requirements will be based on completion of your initial assessment or any evidence of prior achievement. A math qualification at level 2 is also desirable.

You must have basic key board skills.

**Course Intent** The Level 3 Diploma in Accounting offers technical training in accounting and is ideal for anyone wishing to pursue a career in accountancy or finance. The purpose of the Level 3 Diploma in Accounting is to provide students with the specialist knowledge and skills required to progress to employment in an accounting or finance role, or to further study in accountancy and finance.

The Level 3 Diploma in Accounting covers a range of essential and complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. Key themes have also been introduced throughout the suite of accounting qualifications including technology, ethics, sustainability and communication.

This qualification comprises four mandatory units:

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

The four units are assessed individually through computer based end-of-unit assessments.

<b>How will I learn?</b>	<p>This course will be delivered face to face, you will work with your tutor and other learners in a classroom environment.</p> <p>This is mainly a theory course with some practical aspects, you will complete two unit assessments which will be computer based.</p> <p>There will be one to one support as required.</p>
<b>Will I need to study or practise outside the classroom?</b>	<p>There is a considerable amount of work for you to do in your own time for this qualification, reading and completing activities. Please allow a minimum of 2 hours per week for homework and study time.</p>
<b>How will I know I'm making progress?</b>	<p>You will review your individual learning plan with your tutor who will give you written feedback and support to achieve your targets. Informal assessments will be integrated into sessions with group and one to one feedback given regularly. This will enable you to identify any additional support requirements or areas to practise and revise in preparation for unit assessments.</p>
<b>What will I need to take to course?</b>	<p>Access to a computer and the internet outside the classroom to access activities on the AAT website and in your Microsoft Teams area.</p> <p>Please bring a pen, notepad and a file for any handouts to each session</p>
<b>Progression</b>	<p>The accountancy skills developed through this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning. It will lead to a choice of great careers, as well as providing progress onto the Level 4 Diploma in Professional Accounting and a route to higher education.</p> <p>Skills developed through this qualification could lead to employment as:</p> <ul style="list-style-type: none"> <li>- Accounts Assistant</li> <li>- Accounts Payable and Expenses Supervisor</li> <li>- Assistant Accountant</li> <li>- Audit Trainee</li> <li>- Credit Controller</li> <li>- Finance Assistant</li> <li>- Finance Officer</li> <li>- Payroll Supervisor</li> <li>- Senior Bookkeeper</li> <li>- Tax Assistant</li> </ul> <p>Learning Advisers will be happy to provide you with information of what progression is available. Visit our website at <a href="http://www.onscoursouthwest.co.uk">www.onscoursouthwest.co.uk</a> or contact us on 01752 660713 to make an appointment.</p>
<b>Please note</b>	<p>Most courses attract a subsidy from the Education and Skills Funding Agency and can be used to match funding for ESF. It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.</p> <p>Room numbers are subject to change - please check when you arrive at the venue.</p>

**On Course South West**

**Tel: 01752 660713**

**HYDE PARK HOUSE, MUTLEY PLAIN, PLYMOUTH, PL4 6LF**

**[www.onscoursouthwest.co.uk](http://www.onscoursouthwest.co.uk)**



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