

STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET

**COURSE TITLE:**

**AAT Foundation Certificate in Accounting
(level 2)**

DURATION:

36 sessions

ABOUT THE COURSE:

AAT is the professional body for accounting technicians and AAT qualifications are recognised internationally. This course provides the foundation to a professional career in accounting by developing your skills and supporting you to achieve your AAT qualification. Please note that people who have been made bankrupt or have a criminal conviction may not be able to register for this qualification. Check www.aat.org.uk for details.

The course will cover the following units

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

Further details on the content of each unit can be found at

www.aat.org.uk/prod/s3fs-public/assets/AAT_Foundation_Certificate_Accounting_Qualification_Specification.pdf

ENTRY REQUIREMENTS:

Interview or course specific application required? Yes / ~~No~~—(specific application required).

You should hold an AAT Book-keeping Level 1 or 2 qualification (ideally achieved within the last 5 years), or have an equivalent qualification or level of accounting knowledge and experience. You may be required to attend an interview to assess your suitability for the course. A good standard of English, written and spoken, and Maths will be required (GCSE (A-C grade) / Level 2 or equivalent) in both English and Maths. Please ensure you enter all your current qualifications on your enrolment forms.

STUDY AND ASSESSMENT:

The course is taught over one academic year, with 36 sessions spread over 3 terms. Students must complete the course within this timeframe.

Each session lasts 3 hours and will involve a range of learning activities, including presentations and practical exercises.

Assessment will be through five on-line exams set by the college. You will be provided with exam dates at the start of the course and are required to attend all scheduled exam dates. Some of these dates are set by AAT and cannot be changed.

You will be required to undertake a minimum of 3 hours per week home study and homework.

**Contact us on 01784 228676 or 228677 to enrol,
or email adulteducation@strodes.ac.uk**

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PROGRESSION OPPORTUNITIES:

From this course you will be able to progress to the Level 3 qualification, where you will learn more about preparing accounts, management accounting, Ethics for accountants, indirect tax and spreadsheets for accounting.

PRE COURSE PREPARATION:

Students must register directly with AAT prior to starting the course, and ensure that their registration is valid throughout the duration of the course. Details on how to register will be provided.

FINANCE:

- Fee remission available? Yes (subject to status) ~~Yes~~ **No**
- 19+ Advanced Learning Loan Available? ~~Yes~~ / **No**
- Bursary Support Available? ~~Yes~~ (which) / **No**

TUITION FEES:

Please call 01784 228676 or 01784 228677 for the course fee.

Or contact adulthoodeducation@strodes.ac.uk

ANY OTHER COSTS TO BE MET BY THE STUDENT:

You will need to register directly with AAT and pay your student membership fee (£90). If you are new to AAT, you will also need to pay a one-off admin fee (£41). Exam fees are included in the full course fee. Should a resit examination be required, there will be a charge for the examination (£60 per resit).

You will need to purchase AAT textbooks. A reading list will be provided to you and it is essential that you purchase the exact books stated on the reading list as these will be used throughout the course. (A bursary may be available to eligible students for some of the course books) To each class you will need to bring A4 lined pad, a ring binder, calculator, pens and a ruler.

ADDITIONAL INFORMATION :

The College has computers and quiet study areas which can be used by Adult Learning students after 4.30pm, and the Literary Institute has some daytime availability. Please contact the Adult Learning Team to book. The Learning Resource Centre is available by prior appointment during the day and has a wide range of books and other resources. Students must book via the Adult Learning reception & a student badge will be required.

As an AAT student member, you will also have access to a vast range of learning tools on MyAAT, as well as a learning mentor, should you wish. If you need additional help because of a disability or specific learning difficulty please speak to your tutor or staff at reception.

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