

Your Guide To AAT Foundation Certificate in Accounting

AAT Foundation Certificate in Accounting

This course represents a typical starting point for those who are working, or wish to work in an accounting role in practice or industry. This AAT Accounting qualification introduces you to manual double entry bookkeeping skills.

You will also learn the basics of Sage and be introduced to cost accounting

Upon completion, you can progress onto any of the AAT Advanced qualifications.



What support do I get?

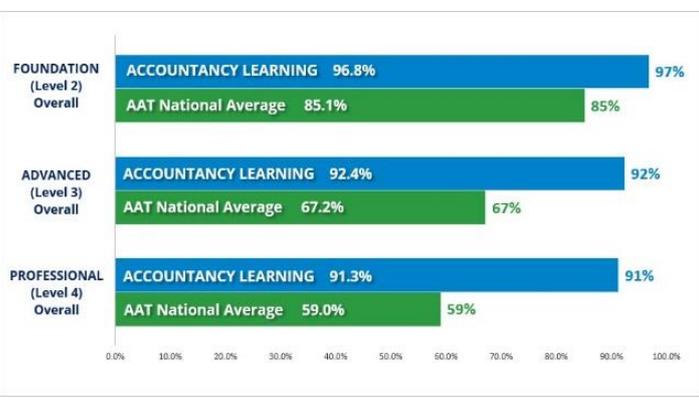
We offer three different packages:

- **Basic:** for those who want to self-study with no tutor support, tracking your own progress and self-marking practice exams. Where students find they need support for a specific unit, they can upgrade to the 'Standard' package for that individual unit or the whole course.
- **Standard:** uncapped and pro-active tutor support plus all your learning materials. Your tutor can be contacted with any study queries, and will mark practice exams with full feedback.
- **StandardPLUS:** as for Standard, but this package also includes all of the AAT exams and registration fees too.
PASS PLUS GUARANTEE - with our exceptionally high pass rates it's rare for a student to resit. In fact, we are so confident you will pass first time, in the unlikely event a resit is required, we'll cover the cost for you! (Terms and conditions apply)

Our Pass rates

Our exam pass rates are 98% - 100% for the Foundation level.

This is not only due to our support and exclusive learning materials. Distance learning means there is no set timetable. You don't need to sit your exam until you are ready!



When can I get started and how long will my course take?

Enrolment is on a "roll on roll off" basis, meaning that you can start at any time of the year. It usually takes between 4-12 months to complete the AAT Foundation Certificate in Accounting. However, as a distance learner, your timings can be more flexible. We have had a few students who have completed the full course in just over 2 months!

We will create a personalised learning plan for you. This will reflect the amount of time each week you will be able to devote to your studies and any personal deadlines you want to meet. We recommend you study 6 - 8 hours per week which would see you achieve your qualification in 9 months. We support your studies for 12 months from enrolment.

How will I study?

- + Your study materials are all on our interactive learning site, Moodle. You will learn from a range of presentations with voice overs, interactive quizzes and thorough practice assessments.
- + Upon enrolment, you will receive a comprehensive electronic Study Support Guide. This includes full course information including exam guidance.
- + We will create an Individual Learning Plan (ILP). This gives you targets for completing exams. It can be amended during your course to reflect any change in circumstances.
- + The Learner Support team is available to all our students throughout their course. They can help with anything from technical queries to advice on AAT registration and exams.
- + The course includes Sage 50 Professional 2017 software (180 day licence) for the completion of the Using Accounting Software unit (UACS). A PC/laptop is required as Sage 50 is only compatible with Windows.



To speak to one of our friendly team give us a call on: **01392 311925**
Email: Study@accountancylearning.co.uk



AAT Foundation Certificate in Accounting

Your Personal Tutor:

- + Students enrolled on our Standard or StandardPLUS packages are assigned a dedicated personal tutor. After enrolling, you will receive an initial phone call from your tutor to talk you through the course. It's also a great opportunity to chat through the exam process and answer any other questions that you might have.
- + Our tutor helpline is available if you get stuck with anything or have any queries. You can generally call (or email) us Monday to Thursday from 9.00am until 8.30pm and until 6.00pm on Fridays. Tutor support during weekends is available by arrangement.
- + Your tutor will track your progress throughout the course. They will contact you on a regular basis – and if necessary, nag! You will submit Progress Tests and Practice Assessments for marking and feedback. This is essential for both us and you to make sure that you are making satisfactory progress.

What does each unit include?

Bookkeeping Transactions (BTRN)
1. Understand financial transactions within a bookkeeping system
2. Process customer transactions
3. Process supplier transactions
4. Process receipts and payments
5. Process transactions through the ledgers to the trial balance

Bookkeeping Controls (BKCL)
1. Understand payment methods
2. Understand controls in a bookkeeping system
3. Use control accounts
4. Use the journal
5. Reconcile a bank statement with the cash book

Elements of Costing (ELCO)
1. Understand the cost recording system within an organisation
2. Use cost recording techniques
3. Provide information on actual and budgeted costs and income

Using Accounting Software (UACS)
1. Set up accounting software
2. Process sales and purchases transactions
3. Process bank and cash transactions
4. Perform period end routine tasks
5. Produce reports

Work Effectively in Finance (FSYA)
1. Understand the finance function within an organisation
2. Use personal skills development in finance
3. Produce work effectively
4. Understand corporate social responsibility (CSR) within organisations

AAT Membership and Exams

To achieve this qualification, you will need to register as an Accounting student with the AAT. There are five exams to pass to achieve this qualification. All exams must be taken at an AAT approved exam venue.

You can find your nearest **AAT Approved Exam Venue** at:

<https://www.aat.org.uk/assment/assessment-venu/search>

Who is Accountancy Learning?

Accountancy Learning is a well-established AAT distance learning provider based in Exeter. We only deliver the AAT qualifications, providing you with a **high quality, personal and specialist service**. We've been supporting people like you to pass their AAT exams and create a brighter future since 1992. We have been at the forefront of the development of accountancy learning materials, traditional and on-line.

We are delighted to be **recognised at the AAT training provider awards** for 2 years in a row (2017 and 2018)! We won the **AAT Champion award** which is awarded to the training provider "who demonstrates excellence in all areas for delivering AAT qualifications". (This includes supporting students from enrolment right through to full AAT Professional Membership.)

Why choose to study with us?

At Accountancy Learning, our job is to ensure that our students get the most knowledge and experience as they can out of their study, not just the end qualification. We feel strongly about helping you and therefore want to ensure that the study fits around you. So why choose us?

- + As we are a distance learning provider we provide **all study materials online** for you to access 24/7 once you have enrolled, which means you do not need to wait for the next class, or worry about missing anything!
- + All of our AAT distance learning courses are 'roll on, roll off', which means that you can **start at any time of the year!**
- + **All our staff**, including the Learner Support Team **have studied, or are currently studying, an AAT qualification** – so they can give you first hand advice.
- + You will have a **dedicated named personal tutor** to work with you to help your progress. In the unlikely event that your tutor is unavailable, we have a team of professional tutors who will be able to help.
- + All our **tutors are highly qualified** and come from a range of different **professional finance backgrounds**.
- + We pride ourselves of our personal service and our lovely team are ready to **support you on every step of your journey!**



“ Accountancy learning suited the job that I do, as they support distance learning which I need whilst I am working full time. This means I can work as well as study in my spare time – the support they have given me makes me enjoy studying AAT, which is really important for me and I cannot have found a better provider to do this course with.

SAMEENAH MULLA – Accounts Assistant

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