

Your Guide To AAT Foundation Award in Accounting Software

AAT Award in Accounting Software

This qualification is suitable for those who have an existing knowledge of manual bookkeeping but have little or no knowledge of using a computerised accounting package.

Upon completion of the course, you can further your knowledge of manual bookkeeping by progressing onto the Advanced Certificate in Bookkeeping or the Advanced Diploma in Accounting.



What support do I get?

We offer three different packages:

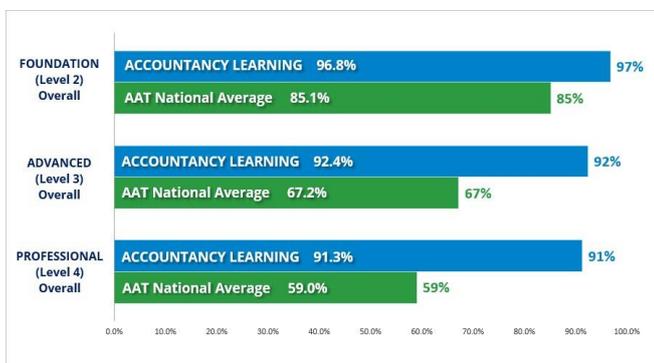
- **Basic:** for those who want to self-study with no tutor support, tracking your own progress and self-marking practice exams. Where students find they need support for a specific unit, they can upgrade to the 'Standard' package for that individual unit or the whole course.
- **Standard:** uncapped 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 weeks to complete the AAT Award in Accounting Software. However, as a distance learner, your timings can be more flexible.

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 hours per week which would see you achieve your qualification in 2 months. We support your studies for 3 months from enrolment.

Study	Work to Complete	Planned Completion Date	Date achieved	Grade Achieved	
Using Accounting software UACS	Start studying	01/10/2017			
	SAGE 50 Online course		27/10/2017	25/10/2017	Pass
	Garland Plant Practice Assessment		01/11/2017	03/11/2017	91%
	Osborne Practice Assessment		06/11/2017		
	Motown Motors Practice Assessment		11/11/2017		
	AAT Sample Assessments		16/11/2017		
	Exam		21/11/2017		

AAT Membership and Exams

To achieve this qualification, you will need to register as a Bookkeeping student with the AAT. There is one exam to pass to achieve this qualification. Your exam 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>



"I am so pleased that I used Accountancy Learning as my learning provider as I can't imagine another company helping me the way they did. Thanks everyone, I couldn't have done it without you!"

Samantha Stokes

Bookkeeping/Accounts Assistant

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



AAT Foundation Award in Accounting Software

How will I study?

- Your study materials are all online. A PC/laptop is required as Sage 50 is only compatible with Windows.
- The materials cover all of the knowledge and skills requirements of the course – they include:
 - Login details to a Sage online portal (Moodle)
 - Download of Sage 50 Professional 2017 (on a 180 day licence)
 - A very comprehensive e-workbook, with tasks and tests along the way, which need to be completed before moving on to the next section (tasks can be uploaded to the Sage Moodle for reviewing later if wished)
 - Practice assessments to complete along with an online test based on the practice assessment answers
 - Further practice assessments are available within our own Moodle site, the final one being submitted for marking (Standard package only)
- 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.

Date:	18/02/2018	Page:	1	Page:	2
Time:	16:26:17				
To Period:	Month 1, May 2018				
Ref	Name	Debit	Credit		Bank Bal.
0930	Office Equipment	2,180.00			
0950	Motor Vehicles	20,000.00			
1100	Debtors Control Account	5,254.00			
1200	Bank Current Account	4,895.80			
1230	Prepay Costs	200.00			
2100	Creditors Control Account		5,626.00		
2200	W/L on Sales		1,260.00		
2300	W/L on Purchases		30,936.00		
3000	Capital		4,120.00		
4000			7,320.06		
4900			21,940.06		
4980			1,561.40		
5000		8,174.55			
5100		1,050.00			
7100		719.17			
7300			372,333.17		

Your Personal Tutor:

- Students enrolled on our Standard package 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 the unit include?

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

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!**

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

