

# Your Guide To AAT Bookkeeping Bundle

## Train to become an AAT Licensed Bookkeeper

(AAT Foundation Certificate in Bookkeeping + AAT Advanced Certificate in Bookkeeping)

### AATQB Bookkeeping Bundle

This course can be undertaken by those with no prior experience, or those with experience who wish to have their skills recognised.

The Foundation Certificate in Bookkeeping introduces you to manual double entry bookkeeping skills up to Trial Balance stage. The Advanced Certificate then teaches you how to prepare final accounts for sole traders and partnerships and complete VAT returns.

Upon completion, you can apply to become an AAT Associate Bookkeeper and gain the designatory letters AATQB after your name. You can also apply to become a Licensed Bookkeeper, allowing you to become a self-employed Bookkeeper.



### What support do I get?

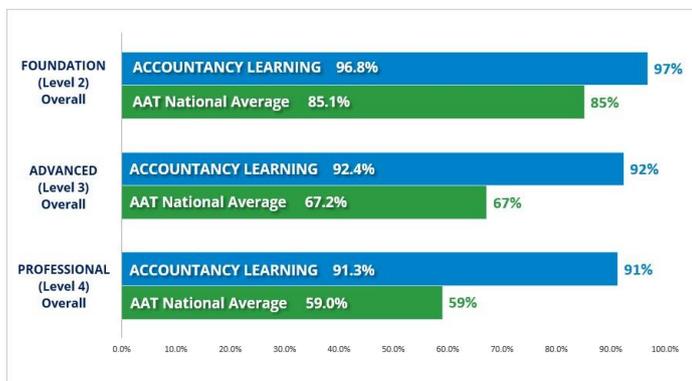
We offer three different packages:

- **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 5-12 months to complete the both courses. 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 - 8 hours per week which would see you achieve your qualifications in 9 months. We support your studies for 16 months from enrolment.

### How will I study?

- + Your study materials for the Foundation course 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.
- + At Advanced Level you will study using a combination of online materials, as well as traditional study manuals in the form of Osborne textbooks and question banks.
- + 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.



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



# AAT Bookkeeping Bundle

(AAT Foundation Certificate in Bookkeeping + AAT Advanced Certificate in Bookkeeping)

## 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 receipts
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
Advanced Bookkeeping (AVBK)	
1	Apply the principles of advanced double entry bookkeeping
2	Implement procedures for the acquisition and disposal of non-current assets
3	Prepare and record depreciation calculations
4	Record period end adjustments
5	Produce and extend the trial balance
Final Accounts Preparation (FAPR)	
1	Distinguish between the financial recording and reporting requirements of different types of organisation
2	Explain the need for final accounts and the accounting and ethical principles underlying their preparation
3	Prepare accounting records from incomplete information
4	Produce accounts for sole traders and partnerships
5	Recognise the key differences between preparing accounts for a limited company and a sole trader
Indirect Tax (IDRX)	
1	Understand and apply VAT legislation requirements
2	Accurately complete VAT returns and submit them in a timely manner
3	Understand the implications for the business of errors, omissions and late filing and payment
4	Report VAT related information within the organisation in accordance with regulatory and organisational requirement

## AAT Membership and Exams

To achieve this qualification, you will need to register as a Bookkeeping student with the AAT. There are two exams to achieve the Foundation Certificate and a further 3 exams to pass in order to achieve the Advanced Certificate. 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-venue/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 **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!**

## Qualified and Licensed Bookkeeper Status

- + You can apply for membership once you have achieved your Advanced Certificate in Bookkeeping
- + An AAT Bookkeeper holds an associate bookkeeping membership and can use the designatory letters AATQB after their name
- + Once you have achieved AATQB, you can apply to become an AAT Licensed Bookkeeper. You can then offer self-employed services in the UK, regulated and supported by the AAT, including: bookkeeping, financial accounts and accounts preparation for sole traders, VAT and computerised accounting systems

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