

Training for the AAT Foundation Certificate in Bookkeeping

AAT Foundation Certificate in Bookkeeping

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 Bookkeeping qualification is designed to introduce you to manual double entry bookkeeping skills and associated documents and processes, up to Trial Balance stage.

Upon completion, you can choose to complete any of the other AAT Foundation Qualifications, or you can progress onto any of the AAT Advanced qualifications.



What does the course include?

AAT Foundation Certificate in Bookkeeping includes **two** units:

Bookkeeping Transactions (BKTN)
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



Your registration will last 12 months and covers all of the AAT's "short qualifications". You don't need to pay the full AAT membership fee unless and until you progress to the full AAT qualifications.

We will agree a personalised learning plan with you, reflecting the amount of time each week that you feel you will be able to devote to your studies and any personal deadlines that you want to meet.

Assessment method

The qualification is assessed by way of **computer-based exams** set by the AAT for **each unit**. These exams are "on-demand" and can be sat at any AAT assessment centre that accepts external candidates <https://www.aat.org.uk/assessment/assessment-venue/search>. The exams are marked automatically and you should receive your results immediately. Each of the exams are two hours long.

In addition to our own learning resources and practice assessments, the AAT have online practice assessments and e-learning resources available to help you prepare.

Pass rates

Our pass rates are consistently equal to or *higher* (between **98%** and **100%** each month) than the AAT's global Average.

When can I enrol and how long does it 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 3 - 6 months to complete the AAT Foundation Certificate in Bookkeeping. However, as a distance learner, your timings can be more flexible, so if your circumstances change, you may want to take longer to complete the course, or conversely, take less time to complete it!

You should register with the AAT on-line and pay the registration fee within 4 weeks of enrolling. You won't be able to book an exam or access the AAT's practice exams until you have registered.

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What support do I need?

We offer three different packages:

- **Standard:** as it implies, this is our standard distance learning programme, as described opposite;
- **Premium:** as for Standard, but this package also includes all of the AAT exams and registration fees too;
- **Basic:** for those who want to self-study with no tutor support.

We obviously want to provide you with as much support as possible. However, a number of our students rely solely on the learning materials that we and the AAT provide, and study on their own.

Where students find that they need support for a specific unit, they can upgrade to the 'standard' package for that individual unit.

Who is Accountancy Learning?

Accountancy Learning has been providing AAT training since 1993. We have been at the forefront of developing engaging and interactive learning materials in order to shift the focus of our courses from us "teaching", to you "learning" and us supporting that learning. This led us to stop classroom teaching in 2011 in order to concentrate on the delivery of distance learning courses and flexible apprenticeships.

We have a very close relationship with the accountancy profession and have a team of well qualified and experienced accountants. This has underpinned our growth and has enabled us to have been at the forefront of the development of accountancy learning materials, traditional and on-line.

Our aim is to not only ensure that you pass your exams but that you also acquire a set of skills that will be of value to both you and your employer, current or future.



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I enjoy the approach to learning and how it's delivered to me. I also like the idea of been "listened" to no matter how big or small my query is. All in all I wouldn't change my tutor for the world ”

Jess Teasdale, Beaumont Accountancy

Next Steps

- If you would like to discuss your requirements in more detail, please do contact us on **01392 311925** or email us at study@accountancylearning.co.uk

What does my course involve and what do I receive when I enrol with you?

- Upon enrolment, you will receive a Study Support guide and Individual Learning Plan (ILP) which can be amended during the course to reflect any change in circumstances.
- Once you've enrolled, our tutor supported students will receive an initial phone call from their personal tutor to talk you through the course and show you around Moodle (our virtual learning environment) and our learning materials. It's also a great opportunity to chat through the exam process and answer any other questions that you might have.
- Our online comprehensive study materials cover all of the knowledge and skill requirements of the course.
- Our study materials include interactive presentations with voiceovers, transcripts and automatically marked quizzes, as well as downloadable pdf activities/answers, progress tests and practice assessments (with some accounting games too!)
- We have a tutor helpline, so, if you get stuck with anything or have any general queries, you can generally call (or email) us Monday to Thursday from 9.00am until 9.30pm and until 6.00pm on Fridays. Tutor support during weekends is available by arrangement.
- We will monitor your progress throughout the course, and will contact you on a regular basis (Standard & Premium) ~ and if necessary, nag! Progress Tests and Practice Assessments should be submitted for marking and feedback ~ essential for both us and you to make sure that you are making satisfactory progress.
- Our tutors are exceptionally well qualified (ACA, AAT) and have years of experience in providing AAT training.
- We have exam pass rates of 98% ~100% for the foundation level. This is not just because of our support; one benefit of a distance learning course is that there is no set start date or set end date. We don't want you to sit your exam until you are ready!
- **PASS PLUS GUARANTEE** (Premium students only). Our exceptionally high pass rates mean that it's rare for a student to require an AAT exam resit. In fact, we are so confident that you will pass first time, that if in the unlikely event, a resit is required, we'll cover the cost for you! (Terms and conditions apply).

If we receive your enrolment form by 5.00pm on a normal working day, we will process it that day and email you back with your username and password for the course website.

