



This qualification covers a range of essential and higher-level accounting techniques and disciplines. Students will learn and develop skills needed for a range of financial processes, including maintaining cost accounting records, advanced bookkeeping and the preparation of financial reports and returns.

Course Delivery

The AAT qualification is delivered fully online through our partner Peak Accountancy Training either through weekly **“Live Sessions”** or through pre-recorded sessions **“Online Basic Sessions”**.

The **“Live Sessions”** are carried out at a specific timetable throughout the year and sessions last around 3 hours each week and will enable you to participate in live lessons and ask questions. If you opt for the pre-recorded sessions (**Online Basic Sessions**) you can access the sessions at a time convenient for you.

The **“Online Basic Sessions”** have recorded live bite size lessons and you will also receive paper based resources to go with them. You will be able to have one to one support if required.

You can follow a mix of “Live Online” as well as “Online Basic” to suit your needs.

Cambrian Training will be your guide for ordering and logistical information and Peak Accountancy will be the support for all AAT and course work information.

You will need to attend an AAT test centre to sit your unit assessments for each of your units.

Entry Requirements

You must be employed within Wales for a minimum of 16 hours per week in a financial role. You will be required to undertake an AAT skills check before starting the programme.

<https://www.aat.org.uk/qualifications-and-courses/skillcheck>

Duration of programme is 16 Months.



NB - AAT registration and exam fees are not included within the funding and these costs will need to be met by you or your employer.

AAT Level 3 Diploma in Accounting

Business Awareness

This unit provides an understanding of the business, its environment, and the influences on an organisation's structure, the role of its accounting function, and its performance. Students will examine the purpose and types of businesses that exist and the rights and responsibilities of the key stakeholders, as well as gain an understanding of the importance of professional ethics and ethical management within the finance function.

Financial Accounting - Preparing Financial Statements

This unit provides the skills required to prepare statements of profit or loss and statements of financial position for sole traders and partnerships, using a trial balance. Students will gain the double-entry bookkeeping skills needed to record financial transactions into an organisation's accounts using a manual bookkeeping system.

Management Accounting Techniques

This unit provides the knowledge and skills needed to understand the role of management accounting and how organisations use such information to aid decision making. Students will learn the principles that underpin management accounting methodology and techniques, how costs are handled in organisations and why organisations treat costs in different ways.

Tax Processes for Business

This unit explores tax processes that influence the daily operations of businesses and develops skills in understanding, preparing and submitting Value Added Tax (VAT) returns to HM Revenue and Customs (HMRC). The unit provides the knowledge and skills needed to keep businesses, employers and clients compliant with laws and practices that apply to VAT and payroll.

Essential Skills

If an apprentice has not already achieved GCSE A*-C (or equivalent) in Maths or English, they will be required to work towards our Essential Skills programme. Employers see these skills as essential and by holding these qualifications apprentices demonstrate they can apply them in work situations.

- Application of Number Level 2
- Communication Level 2