

Level 3 Advanced Diploma  
**AAT Accounting**

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Small  
class  
sizes

Outstanding  
Support

Excellent  
Progression

Industry  
Expert  
Teaching

Learner  
Centred



# AAT Accounting

**This Level 3 course builds on the topics covered in the AAT Level 2 Certificate and extends on the areas covered to the completion of final accounts. The programme is designed to provide the maximum flexibility to students from a wide range of circumstances and diverse backgrounds, allowing them to gain skills and knowledge based on nationally agreed standards of competence.**

## Duration

34 weeks part-time.

## Price

£2,880\* exc AAT membership. FREE subject to eligibility.

## Learning Method

This course is delivered fully in the classroom.

## What will I learn?

- This qualification will build on topics that were covered in Level 2 and extend on the areas covered to the completion of final accounts.
- Will help students learn how to deal with a wide range of circumstances and diverse backgrounds which will allow students to gain skills and knowledge based on nationally agreed standards of competence.
- Skills needed for a range of financial processes including maintaining cost accounting records, advanced bookkeeping, and the preparation of financial reports and returns.

## Entry Requirements

You should have a Level 2 Certificate in Accounting or an A Level in Accounting at Grade A\*-C.

You should also have GCSE Maths and English at Grade C/4 or an equivalent qualification. Applicants without these qualifications but sufficient life / work experience will be asked to complete an AAT skills test to assess their eligibility. The ability to word process under time constraints is also essential.

## Course units



Business Awareness



Preparing Financial Statements



Management Accounting Techniques



Tax Processes for Businesses

### Why should you study at Runshaw?

- Industry expert teaching
- You can set up your own bookkeeping business after Level 3!
- Gain exemptions from chartered qualifications upon completion of all three levels

### Progression

On successful completion of this course, you will be awarded an AAT Level 3 Advanced Diploma in Accounting. This certificate is also known as an Intermediate Diploma in Accounting.

Opportunities for employment may include working as an:

- Accounts Assistant
- Accounts Payable & Expenses Supervisor
- Accounts Payable Clerk
- Audit Trainee
- Bookkeeper
- Corporate Recovery Analyst
- Credit Controller
- Finance Assistant
- Insolvency Executive
- Payroll Administrator / Supervisor
- Tax Assistant / Accountant

You may also wish to further develop your skills and knowledge by applying to the Level 4 AAT Professional Diploma in Accounting.

Where are **you** going?

Accountant

Auditor

Bookkeeper

Payroll

Tax Advisor

#FutureYou



# Level 3 Advanced Diploma AAT Accounting

## Funding

This course may be FREE if you...

- Are unemployed, looking for work and in receipt of an approved benefit.
- If you are employed, earning less than £25,000 a year before tax.

If this criteria does not apply to you, then you could either:

- ask your employer to sponsor you
- pay in four consecutive instalments
- pay the fee in full
- apply for an Advanced Learner Loan to help pay for the course fees.

## Other courses we offer

- Level 5 Associate Diploma in People Management
- Level 4 AAT Diploma in Professional Accounting
- Level 3 Software Development
- Level 3 Principles of Leadership and Management



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