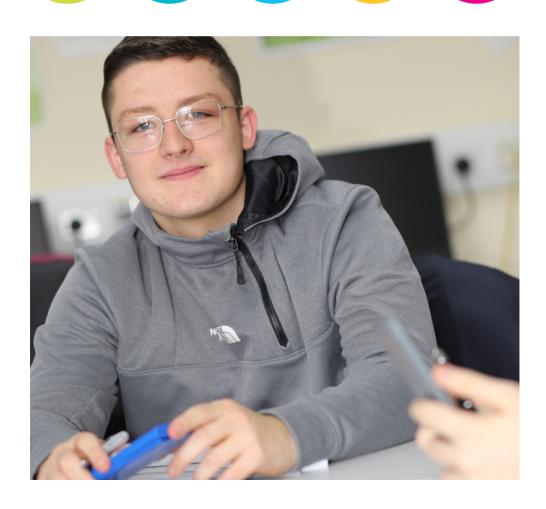
# Level 3 Advanced Diploma AAT Accounting

Small class

**Outstanding** Support

**Excellent Progression**  **Industry Expert** 

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

Where are <b>you</b> 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







