



Association of Accounting Technicians (AAT)



Professional Diploma in Accounting – Level 4

Induction



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ACT Training

About Us

Croeso i ACT Training!

Welcome to ACT Training!

ACT is all about people. At ACT, we're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities – and all of us who come in to work each day do just that.

Our vision

To make a positive difference to people's lives by providing excellent learning programmes.

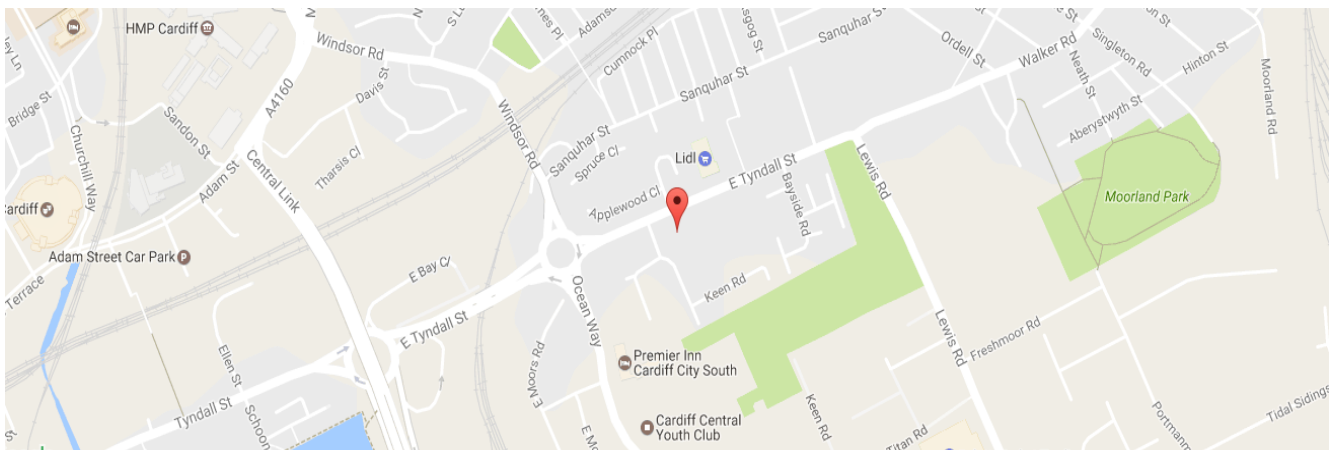
Our facilities

Situated within walking distance of Cardiff City Centre, this modern centre boasts a wide range of specialist training facilities and learning spaces for a variety of courses. One of the many talked about facilities here at our Cardiff Skills Centre is our 5 star hygiene rated Ocean Park Cafe, which is a fully-equipped cafe run by our learners and always has something exciting on the menu.

Our location

Cardiff Skills Centre is a 20 minute walk from Cardiff City Centre and 6 minute bike ride. There is a cycle path available, visit Google maps for further information. Alternatively if you're travelling by Cardiff Bus, use route numbers 1& 2 City Circle, which run every 20 minutes from Canal Street, City Centre.

There is free on site parking available which reaches around to the back of the building. Please note that the security gates are locked at 18.30pm so if you are attending exams or classes which finish after this time you will need to use the car park at the front of the building as tutors will be unable to unlock the gates.



Postcode for SatNav: CF24 5ET

Website: <http://www.acttraining.org.uk/>

Tel: 02920 464727

Wi-fi password: acTGu35t

It's all about you

At ACT we see our role as not only delivering top quality instruction to help you achieve your main qualification but also to develop your understanding of global issues as well as an awareness of your personal wellbeing.

Sometimes it can be stressful studying and working at the same time, especially when exams or deadlines are approaching. Both your assessor and tutor will be happy to discuss revision planning or study skills. We also have an in-house counsellor that you can meet with in confidence. You can speak to your tutor, or pick up a counselling referral form from Reception, to find out more or book an appointment.



Incorporated into classes and reviews will be:

- Information and discussion on **British values** and how they impact on accounting. This forms part the **Prevent strategy** where you will consider how individuals can be open to radicalisation and what we can do about it. Visit www.etflearners.org.uk for more information.
- **Welsh language and culture.** We will look at Welsh individuals that are or have been trailblazers in the field of business or accounting and Welsh businesses that are at the cutting edge of technology. As well as periodic discussions on aspects of Welsh culture you will complete a Welsh language workbook.

What qualification am I studying?

The Association of Accounting Technicians (AAT) is a technical qualification in accounting and is the starting point for your new accountancy career.

The AAT qualification is the starting point of your career and provides the background knowledge to accountancy and taxation.

The qualification is split into three levels of study each focusing on specific areas of accounting designed to reflect the increasing level of seniority and responsibility within your career and job role.

- Foundation Certificate in Accounting (Level 2)
- Advanced Diploma in Accounting (Level 3)
- Professional Diploma in Accounting (Level 4)

Our Team:

AAT Route Manager Ann Rees t: 07720 593768 e: annrees@acttraining.org.uk

Tutors:

Keith Pritchard – Level 2 classes e: keithpritchard@acttraining.org.uk

Jay Dupré – Level 3 classes t: 07860 848189 e: jaydupre@acttraining.org.uk

Karen Richards – Course coordinator
Level 3 class t: 07870 573417 e: karenrichards@acttraining.org.uk
Level 4 classes

Assessors:

Sarahann Collier t: 07935 503672 e: sarahanncollier@acttraining.org.uk

Jay Dupré t: 07860 848189 e: jaydupre@acttraining.org.uk

Navvab Vaughan t: 07740 401989 e: navvabmclean@acttraining.org.uk

Exam Administrator: Lauren Gunning e: aatexamenquiries@acttraining.org.uk

Learner representative: Emily Dumelow t: 02920 464727
e: emilydumelow@acttraining.org.uk

Lead Safeguarding Officer: Katy Wolar t: 02920 464727



What type of people is the Professional Diploma in Accounting aimed towards?

- You have completed the Advanced Diploma in accounting and would like to build your skills.
- You are already working in finance and you would like a formal recognition of your skills.
- You would like to go onto be an AAT full member and/or study for chartered status

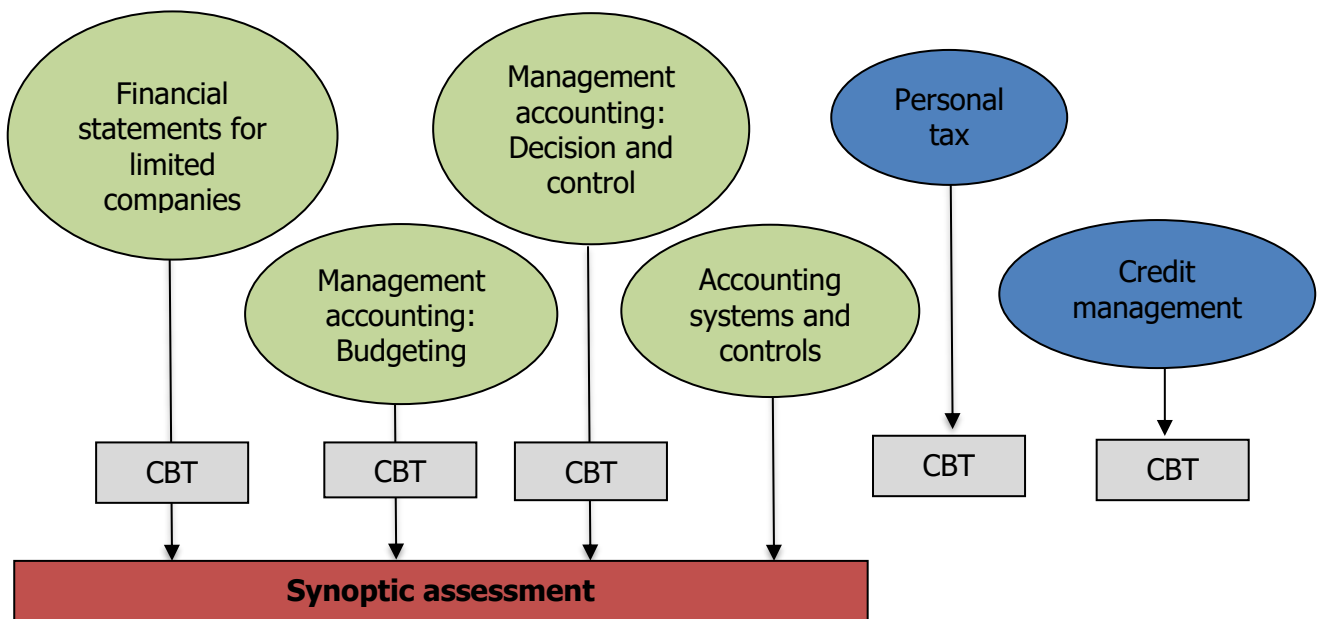
How long will I study?

AAT qualifications offer a flexible way to study so you can study in the daytime or evenings by attending workshops at the Ocean Park House campus, the course runs between September and July. At this level you can attend one all day workshop each Thursday between 9.30am and 16.30pm or on Tuesday and Wednesday evenings between 17.00 and 19.30pm. You will also be expected to commit at least three - four evenings a week on self-directed study, working through activities set by your tutor.

What units will I study?

The Professional Diploma in accounting comprises of the following 4 mandatory units and two optional units.

The following diagram shows the order of delivery, from left to right and the method of assessment.



Optional units:

- Personal Tax (currently delivered)
- Credit Management (currently delivered)
- Business Tax
- Cash and Treasury Management
- Audit

These are the current five optional units in this qualification. Due to time constraints of the new standards we have opted to deliver the two most requested /shorter units. This way, results will be received in time for students who need to complete the qualification in order to start further chartered studies in September.



How will these units be assessed?

Each unit is assessed through a Computer Based Test (CBT) which will be completed at the end of each module. The four mandatory units will also be assessed together in the synoptic assessment. Your assessments will be marked by AAT markers with the results released within the timescales published on the AAT website. Once you have successfully completed six units, you will be awarded the Professional Diploma in Accounting. Please note all assessments will be held in compliance with the AAT’s examinations and assessment guidance.

What are my progression routes?

Once you have successfully completed the Professional Diploma in Accounting you will be eligible to apply for membership of the AAT and display the designatory letters MAAT after your name. You can also go on to sit chartered accountancy and tax examinations. Please see the end of this booklet for the relevant chartered accounting and taxation bodies.



What job roles would I be able to undertake once I achieve the Professional Diploma in Accounting?

The type of role really does depend on which sector you work but may include roles such as:

- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Commercial Analyst
- Cost Accountant
- Indirect Tax Manager
- Payments and Billing Manager
- Payroll Manager
- Senior Bookkeeper
- Senior Finance Officer
- Senior Fund Accountant
- Senior Insolvency Administrator
- Tax Supervisor
- VAT Accountant

Any questions?

Please ask your tutor, assessor or route co-ordinator should you have any further questions about the course or unit you are studying.



Funding

Resources:

The funding covers tuition and the first sitting of each exam. We do not supply textbooks directly to learners but have arranged for learners to receive a 40% discount when ordering course books and question banks directly from BPP Publishing.

To order books go to <https://learningmedia.bpp.com> and use discount code bpp40actt. Make sure you click on "Recalculate" to apply the discount.

Exams:

As you progress through the course your computer based tests (or CBT's) will be set out ahead of you to tie in with the completion of the taught element of the workshops for each module (please see your timetable). These exams are covered under the funding provided by the Welsh Assembly for your apprenticeship.

Re-sits

If a re-sit is required you will need to email aatexamenquiries@acttraining.org.uk in order to request a booking form and reserve an available slot. A booking form will need to be completed before a reservation can be made. We will waive the administration costs involved for students studying an apprenticeship and for commercial students who have paid for the course in full but the cost of the exam will need to be met. The exam costs are as follows*:

- | | | |
|---|-----|-----------------------------|
| • Management Accounts: Financial Statements | £46 | |
| • Management Accounts: Budgeting | £46 | |
| • Management Accounts: Decision and Control | £46 | |
| • Synoptic Assessment | £53 | |
| • Personal Tax | £46 | |
| • Credit Management | £46 | * Valid until December 2020 |

Improving Your Grade

As AAT now issue certificates with pass, merit or distinction some students may wish to re-sit a particular exam to improve their overall grade. Whilst this is possible, any such exams would need to be paid for and AAT themselves charge approximately £30 to reissue and post a new certificate.



AAT

All the information you need with regards to AAT can be found on their website:

<https://www.aat.org.uk/>

Important notes

As they are a professional body, in order to take part in an assessment of theirs you will need to become a member yourself. If you do not register to become a member then ACT will not be able to put you forward for any of your exams so this is an important priority at the beginning of the course.

Registration is a straightforward process and can be accessed by using the link below:

<https://www.aat.org.uk/register/student>

Once you have registered with AAT you will have access to bespoke resources as well as past papers, green light tests and other interactive services.

Please note - If you have been involved in bankruptcy, have any criminal convictions and civil offences you must disclose this on your application form. This will delay your membership and may impact when you can take your assessments.



Exam procedure / Malpractice

At the start of every exam session, the invigilator will read an announcement detailing the behaviour expected of candidates during the exam. Any students found with notes or copying from other students will be expelled from the exam room. All suspected incidents of malpractice will be reported to the AAT. Sanctions the AAT can apply range from issuing a written warning to a life-time ban from taking AAT assessments.

For further details see the AAT website - <https://www.aat.org.uk/>



Progression - Other Accounting Organisations

Association of Taxation Technicians (ATT)

This is the association for the technical qualification in taxation. Ideal for those who wish to specialise in UK taxation

www.att.org.uk

Chartered Institute of Taxation (CTA)

The chartered institute for taxation the follow on qualification of the ATT

www.tax.org.uk

Association of Chartered Certified Accountants (ACCA)

Arguably the broadest range of modules. Ideal for those exploring their options

www.accaglobal.com

Chartered Institute of Management Accountants (CIMA)

For those who wish to specialise in cost and management accounting

www.cimaglobal.com

Institute of Chartered Accountants England and Wales (ICAEW)

For those who wish to specialise in accounting practice

www.icaew.com

Chartered Institute of Public Finance and Accountancy (CIPFA)

For those who wish to specialise in local/ central government accounting

www.cipfa.org



Accounting Apprenticeship

As part of your apprenticeship your assessor will meet with you on a monthly basis to chart your progress and discuss any needs you may have. This information may then be shared with the tutors, or even your employer, to ensure that all parties are working together to best support your learning on this programme.

Also, as funding has been provided for an apprenticeship programme, learners must be willing to participate in a range of additional tasks or provide certain information in order to achieve their framework certificate. There is some additional work involved which would need to be completed in your own time but it is certainly a lot cheaper than paying for the course yourself. These include:

- Employer Rights and Responsibilities (ERR) Workbook
- Introduction to Welsh Workbook – basic Welsh only, don't panic.
- Essential Skills – the completion of Application of Number and Communication Skills. After your initial assessment, support will be provided by your assessor or by attending one of our 'prep days' to make sure you are confident and able to sit the controlled task. The controlled task is a themed paper which tests your skills in the context of 'real-life' scenarios such as booking a holiday; these are carried out in our head office. If successful, these are followed up with a brief confirmatory test.



NUS Apprenticeship Extra Card

There are however a number of benefits to being an apprentice, one of which is the NUS Apprenticeship Extra Card which is available to all students studying AAT Accounting level 2. The card costs £11 to purchase and is valid for one year but offers discounts on a wide range of retail outlets, entertainment and restaurants. Further details can be found on the website below:

<http://www.apprenticeextra.co.uk/>

Price accurate at 19/08/2019.



Complaints Procedure

Commitment

ACT is committed to delivering world class learning experiences. In the event of dissatisfaction, the Complaints Policy and Procedure should be followed. ACT endeavour to maintain high standards so any complaints will be treated with the utmost respect, sensitivity and discretion.

Purpose

The purpose of this policy is to ensure that all complaints are handled in the most appropriate manner and follow a set procedure. It identifies all documentation that should be completed following a complaint and when complaints should be escalated internally or externally.

Scope

A complaint may be made by:

- Learners
- Any person/s associated with the teaching received and welfare of the learner whilst at ACT such as, but not limited to, Parents, Guardians, Carers, Social Workers, Probation Officers, Teachers (for 14-16 provision), Careers Officer
- Stakeholders such as, but not limited to, Employers, Referral Services, Schools, Referred To services
- Local Community individuals or bodies
- Subcontractors / Partners

Responsibilities

If a learner or employer has a concern they are encouraged to discuss the matter with the assessor in the first instance to see if it can be resolved. If the matter cannot be easily resolved then it is the responsibility of the first point of contact to escalate any complaint made to their line manager.

Furthermore, if it is not appropriate to discuss the matter with an assessor or tutor then the individual concerned should contact Ann Rees, the Commercial Training Manager, either verbally or in writing. It is the responsibility of all first line managers to log the initial complaint and to discuss or resolve the complaint within two working days.

If the complaint cannot be resolved, it is escalated to the Senior Quality Manager to be investigated further. The complainant will be notified within two working days of any actions being taken and any anticipated timescales.