



Qualification:	Accountancy Advanced Apprenticeship Level 3
Duration:	12 Months
Date/s:	September - July
Location:	Pembrokeshire College/In the Workplace
Cost:	No Cost

PURPOSE OF THE FRAMEWORK:

The AAT Advanced Diploma in Accounting offers technical training in accounting and is ideal for anyone wishing to pursue a career in accountancy and finance.

The purpose of the AAT Advanced Diploma in Accounting is to provide students with the specialist knowledge and skills required for progressing either to employment in an accounting or finance role, or to enable progression to further study in accountancy and finance.

This qualification is a progression route for students who have achieved either the AAT Foundation Certificate in Accounting or the AAT Foundation Diploma in Accounting and Business. It is also suitable for those who are at a more intermediate level and looking to develop their skills in accounting, or for those who have already started working in finance and who have a need and desire to attain formal recognition of their skills.

The AAT Advanced Diploma in Accounting is suitable for 16–19-year-old students in full-time education who are interested in pursuing a career in this occupational area. It is also suited to adult students, career changers and those seeking to further develop their knowledge and skills in this occupational area.

AAT does not set any prerequisites for the study of the AAT Advanced Diploma in Accounting. However, for the best chance of success, we recommend that students begin their studies with a good standard of English and maths. If students do have any other relevant school or college qualifications, a degree or some accounting experience, these may in certain circumstances entitle students to claim exemptions.

COURSE CONTENT:

- Diploma in Accounting Level 3
- Level 2 Essential Skills Communication
- Level 2 Essential Skills Application of Number
- Employer Rights and Responsibilities



The AAT Advanced Diploma in Accounting covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. It comprises six mandatory units (390 guided learning hours):

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting

The purpose of this qualification is to ensure that students are well prepared to progress into a career in business, finance or professional accountancy, or into further education. Students will learn and master financial processes including accounting principles and concepts, advanced bookkeeping and final accounts. They will also understand business issues regarding value added tax (VAT), which may be known by another name in other countries) issues in business, management accounting costing techniques and ethical practices for accountants. This qualification further delivers software skills through spreadsheet training for accounting.

All of the units within this qualification are mandatory. Four units are assessed individually in end-of-unit assessments. This qualification also includes a synoptic assessment that students sit towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification.

ENTRY REQUIREMENTS:

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It is recommended that Level 3 Apprentices will have achieved the Level 2 Certificate in Accounting.

COURSE ASSESSMENT / EXAMINATION:

Will be based on examinations.

**PROGRESSION:**

The accountancy skills developed through this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning. Students will develop skills including mastery of complex financial processes, such as final accounts, reports and returns, spreadsheet use for accountants, VAT returns and professional ethics.

Students will need to identify and use relevant understanding, methods and skills to complete tasks and address problems that are well defined but also complex. They will be expected to take responsibility for initiating and completing tasks and procedures, as well as exercising autonomy and judgement within limited parameters, such as awareness of different perspectives or approaches within an area of study or work.

Skills developed through this qualification can lead to employment as:

- ➔ an accounts assistant
- ➔ an accounts payable and expenses supervisor
- ➔ an accounts payable clerk
- ➔ an assistant accountant
- ➔ an audit trainee
- ➔ a corporate recovery analyst
- ➔ a credit controller
- ➔ a finance assistant
- ➔ a finance officer
- ➔ an indirect tax manager
- ➔ an insolvency executive
- ➔ a payroll supervisor
- ➔ a professional bookkeeper
- ➔ a senior bookkeeper
- ➔ a tax assistant

