

### DURATION, DAY, DATE AND TIME OF THE COURSE:

34 weeks starting Tuesday 17 September 2024, 17:30 - 21:00.

### VENUE:

We have partnered with **Mindful Education** to deliver this course through our flexible Online and On Campus model.

**Online**, you will study award-winning video lessons, which are available on demand, and can be viewed from your phone, tablet or computer – meaning you can choose how, when and where you want to study. Lessons last for around 45 minutes and are accompanied by animations and motion graphics to bring concepts to life. Practice questions, downloadable lesson materials and interactive case studies help to enhance the learning experience further and learners should expect to spend around 5-6 hours studying independently online each week.

**On Campus**, you benefit from regular classes with a college tutor – without having to commit to attending multiple evenings each week. Your tutor will review what you have learnt during your online lessons and will be on hand to provide guidance on progress and assessment. Regular discussion with classmates will help to reinforce key points while also providing the additional support and motivation that comes from being part of a group.

### ENTRY REQUIREMENTS:

You must have a sound knowledge of bookkeeping principles to undertake the AAT Level 3 programme. Achievement of an AAT Level 2 Certificate in Accounting is advantageous but not essential.

### WHAT QUALIFICATIONS WILL I GET?

AAT Accounting Level 3 Advanced Diploma

### COURSE DESCRIPTION:

This AAT (Association of Accounting Technicians) advanced level course is a mid-level accounting qualification, ideal for anyone who is looking to advance their existing knowledge of accounting. This flexible course is delivered in partnership with **Mindful Education**, and combines online learning with face-to-face lessons in the classroom.

This Level 3 course is part of the **Free Courses for Jobs** initiative and is **fully funded for eligible learners**. Alternatively, you can apply for an **advanced learner loan** to cover the cost of studying this course. Please ask a member of college staff for more information.

This qualification covers a range of complex accounting tasks. You will learn and master financial processes, including accounting principles and concepts, preparing financial concepts, management accounting, tax processes and business awareness.

On successful completion of this course, you will be awarded an AAT Level 3 Diploma in Accounting. This internationally recognised AAT (Association of Accounting Technicians) qualification enables those working in

accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

#### **UNITS/TOPICS COVERED:**

The Level 3 course covers a range of key areas, including:

- Financial Accounting: Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Businesses
- Business Awareness

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

#### **TYPE OF ASSESSMENT:**

This course is assessed through computer-based exams for each unit.

#### **WHERE CAN IT LEAD?**

The skills and knowledge you will gain throughout this qualification will qualify you for roles including Finance Officer, Assistant Accountant and Bookkeeper. You will also be eligible for AAT Bookkeeper (AATQB) status, giving you the option to work as a freelance bookkeeper or you can progress to the AAT Level 4 Diploma in Professional Accounting.

#### **COURSE FEE:**

Full Fee £2,573

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Please call Client Services on 01737 788444 for details or visit [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) for more information on how to apply.

If you are 19+ on 31 August 2024 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2024 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.

Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

#### **WHAT TO DO NEXT:**

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://www.esc.ac.uk).

#### **Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

