

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

8 weeks starting Tuesday 22nd April 2025 17:30 - 21:00. Students are required to attend on Tues and Thurs each week.

### VENUE:

East Surrey College, Gatton Point, London Road, Redhill RH1 2JX.

### PRIOR KNOWLEDGE/SKILLS REQUIRED:

You must have a sound knowledge of accounting principles to undertake this unit from the AAT Level 4 programme. This must include a level 3 bookkeeping qualification and/or practical experience in a finance role. English GCSE is desirable, as written assessments form part of the exam process

### ENTRY REQUIREMENTS:

Achievement of an AAT Level 3 Advanced Diploma in Accounting is essential plus English GCSE.

### WHAT QUALIFICATIONS WILL I GET?

Personal Tax is an optional unit which forms part of the AAT Level 4 Diploma in Professional Accounting qualification. To achieve the full qualification, you will need to successfully achieve the three core units, Drafting & Interpreting Financial Statements, Applied Management Accounting and Internal Accounting Systems and Controls plus 2 of the optional units, which Personal Tax is one of the 5 options. At ESC we offer Credit and Debt Management and Personal Tax as optional units.

### COURSE DESCRIPTION:

Personal Tax is an optional unit AAT (Association of Accounting Technicians) Diploma in Professional Accounting, which is a higher-level professional accounting qualification. If you successfully complete this unit it will count towards the full Diploma in Accounting qualification, if you wish to pursue the qualification. If you are looking to achieve the full qualification ESC offer the full course, with various starting points throughout the academic year

This unit includes how to calculate income tax, national insurance contributions, taxable benefits, capital gains tax and basic inheritance tax.

### UNITS/TOPICS COVERED:

You will study the following optional unit:

- Personal Tax

For information purposes, the mandatory units are:

- Drafting and Interpreting Financial Statements
- Applied Management Accounting
- Internal Accounting Systems and Controls

The optional units taught at East Surrey College are:

- Personal Tax
- Credit and Debt Management

The following optional units can be taken independently

- Business Tax
- Audit & Assurance
- Cash and Financial Management



### TYPE OF ASSESSMENT:

The unit is assessed through a computer-based exam, which draws on and assesses knowledge and understanding from across the topic. The assessment is marked by AAT. To achieve success, you will need a mark of 70% in the assessment.

### EQUIPMENT NEEDED:

Books, pen, paper, Scientific calculator, access to the internet, a quiet place to work from home, and a device such as a PC/laptop or tablet.

### WHERE CAN IT LEAD?

The accountancy skills developed by studying this qualification will enable you to seek employment with confidence, and/or to progress to study chartered accountancy.

### COURSE FEE:

£599. The course fee includes one assessment attempt.

If you are 19+ on 31 August 2024 and studying a Level 3, 4, 5 or 6 qualification, an Advanced Learner Loan may be available for this course. 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.

### ADDITIONAL COSTS:

Course textbooks – you will be required to purchase your own books. Your tutor will advise you which books need to be purchased during your first lesson. Please do not purchase books until your acceptance is confirmed. The tutor will advise you which books are being used and provide a discount code to reduce the costs of the books. The books will cost approximately £60 for this unit.

Re-sit fees – If you are unsuccessful in an assessment, you will be required to pay a re-sit fee. This is currently £80 but subject to change.

AAT membership - Students will need to join the professional body, Association of Accounting Technicians (AAT) as a student member, within 4 weeks of starting the course. This fee is paid direct to the AAT. You will be unable to take any assessments without this membership.

### 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.

