

NVQ 3 in AAT Intermediate



What is NVQ 3 in AAT Intermediate?

Within this programme is the option to obtain a National Vocational Qualification (NVQ) in Accountancy or Membership to the Association of Accounting Technicians (MAAT), which provides recognition to all accounting staff at the technician level.

Are there any entry requirements?

There are no formal qualification requirements to do the AAT Accounting qualification, so you can join whether you have GCSEs, A Levels, a degree or none of these. You will need to have a reasonable level of numeracy and be able to complete assessments in English.

How long will it last?

Each course level runs for one year (total of three years), but certification can be achieved at each level. Each year lasts from September to June.

Who is the course for?

The course is designed for those people wishing to embark on a career in accountancy. Because the range of jobs is so wide, from book-keeping to financial management, there is tremendous potential for job satisfaction. Because their role is so important, trained accountancy staff will always be in demand.

What is the course content?

S/NVQ Level 2 / AAT Foundation:

- Unit 1: Recording income and receipts
- Unit 2: Making and recording payments
- Unit 3: Preparing ledger balances and an initial trial balance
- Unit 4: Supplying information for management control
- Unit 21: Working with computers*
- Unit 22: Contribute to the maintenance of a healthy, safe and productive working environment*
- Unit 23: Achieving personal effectiveness

S/NVQ Level 3 / AAT Intermediate:

- Unit 5: Maintaining financial records and preparing accounts
- Unit 6: Recording and evaluating costs and revenues
- Unit 7: Preparing reports and returns
- Unit 21: Working with computers*
- Unit 22: Contribute to the maintenance of a healthy, safe and productive working environment*

S/NVQ Level 4 / AAT Technician:

- Unit 8: Contributing to the management of performance and the enhancement of value (Exam)
- Unit 9: Contributing to the planning and control of resources (Exam)
- Unit 10: Managing systems and people in the accounting environment (Project)
- Unit 11: Drafting financial statements
- Unit 22: Contribute to the maintenance of a healthy, safe and productive working environment*

Plus any two of the following four units:-

- Unit 15: Operating a cash management and credit control system (Devolved)
- Unit 17: Implementing auditing procedures (Devolved)
- Unit 18: Preparing business taxation computations (Exam)
- Unit 19: Preparing personal taxation computations (Exam)

* If not undertaken already.

How will it be assessed?

Candidates will be required to provide a portfolio of evidence as well as undertaking examinations and internal assessments.

What are the fees and are there any additional costs?

For fees please contact the School of Management on 01271 324224. Students will also be expected to purchase the appropriate textbooks.

What is the progression route?

Completion of Technician Level is a professional qualification in its own right and is sponsored by five chartered accountancy bodies, which means exemptions can be claimed of foundation levels of other professional accountancy courses.

Who can I contact for more information?

For more information about the course please contact the School of Management on 01271 324224.

FAQ

Q What qualifications will I aim for?

A AAT Foundation S/NVQ 2 through to AAT Technician Level S/NVQ 4.