



AAT Courses



AAT is the Association of Accounting Technicians, the world's leading professional body for accounting technicians.

Whether you are looking to begin or advance your training and career opportunities in accounting and finance, Reed Business School can support you on your journey to success and achieve your career goals.

Many job roles of an accounting nature request that you possess an AAT qualification at some level, so studying with Reed Business School can put you on a pathway to securing your next role or promotion.

AAT have developed their accounting and finance qualifications to ensure that businesses are able to draw upon skilled people who are fully equipped to meet their challenges head-on.

At Reed Business School we empower students and unlock their potential. With several study packages to consider, you are able to design your pathway the way you want it to be, and we'll support you every step of the way.

Whichever way you'd prefer to study, we can help. We have packages with fully structured timetables for those who prefer a set routine all the way through to super-flexible options for those that want to fit studying into their busy lifestyle.

From the basics of bookkeeping right through to achieving your technician status, the AAT team at Reed Business School will be supporting you all the way.





Reed Business School

Reed Business School is an established tuition provider with a long history of delivering excellent results, based on over 50 years in the business. We provide the very highest standard of professional accountancy training for you to qualify as an accountant.

Please feel free to pop in to one of our regular Open Afternoons to find out more about how we can help and to chat to our friendly team.

Why study AAT at Reed?

With a proven history of success, our AAT program is no different, offering you excellence with flexibility. Our blended learning courses work by utilising online materials, videos and lectures combined with regular live workshops with a Reed Business School AAT tutor.

AAT courses at Reed Business School have been carefully crafted to ensure you receive the maximum opportunity to succeed based upon your commitment. Irrespective of whether you choose to study using our partnered online learning platform from Mindful Education, or prefer using study textbooks and question banks, you will have regular access to live workshops with our leading tutor team. It's the human interaction offering you information, advice and guidance that will reinforce your confidence in your ability to succeed.

Our AAT courses have a very flexible approach so as a student, you can choose how, when and where they want to study. Some of our programs have "set" timetabled workshops, whereas some courses allow for more flexibility. You choose your route and study package, and we support you and your decision.



Blended learning: The best of both worlds

All of our AAT courses operate on a blended learning basis.

Our mix between digital and hard copy study materials has proven to bring a greater balance for people with busy lives, allowing them to study at times that suit them.

Students completing our surveys tell us that a blended learning approach helps them to achieve their qualification, whilst still maintaining work commitments and enjoying their personal lives.

The mixture of online study, hard copy materials to write on and face-to-face lessons with a tutor provides both flexibility and the strong support required to succeed.

How is blended learning different?

With blended learning courses at Reed Business School, you can study using high-quality online learning materials, based on video lessons with questions to check your understanding. You also meet regularly with a tutor who guides you through the course. You'll also have the option to engage in group workshops and work with classmates directly.

You may be a distance away, but you won't be a distance learner. Distance learning can reduce motivation as well as success rates, so we will not leave you to get on with it alone. Direct tutor support and classmate involvement is there and available for all. The benefit you will receive from the support and motivation that come with regular interaction with a tutor, and potentially a group of like-minded students will out way any increase in price.



AAT Study package options

Our AAT courses have been designed with flexibility in mind – requiring less time at The Manor than traditional delivery models and minimising disruption to students and an employer’s workplace. This flexible approach means that apprentices can choose how, when and where they want to study.

Our packages come with 3 separate levels of support:

Essential Package

Enhanced Package

Extensive Package

“Studying AAT at Reed is a good balance between independent study and group workshops with the help of knowledgeable, approachable tutors.”

Jordon Wright, Henson Rees Russell



Package comparison

	Essential	Enhanced	Extensive
How you learn			
Virtual learning & tutor workshops	✗	✗	✓
Learn from books & tutor workshops	✓	✓	✗
Class workshops			
Online class workshops via MS Teams*	✓	✓	✓
Live tutor in workshops	✓	✓	✓
Sessions recorded?	✓	✓	✓
Workshop duration (mins)	30–45	60–90	180
Materials			
Study books & question banks	✓	✓	✗
E-learning & videos	✓	✓	✓
E-assessment and auto marking	✓	✓	✓
Virtual learning environment	✗	✗	✓
Progress testing	✓	✓	✓
On demand access	✓	✓	✓
Courses available on packages			
L2 AAT Certificate in Bookkeeping	✓	✓	✗
L3 AAT Certificate in Bookkeeping	✓	✓	✗
L2 AAT Certificate in Accounting	✓	✓	✓
L3 AAT Diploma in Accounting	✓	✓	✓
L4 AAT Diploma in Professional Accounting	✓	✓	✓
L2 Accounts Assistant Apprenticeship	✗	✗	✓
L3 Assistant Accountant Apprenticeship	✗	✗	✓
L4 Professional Accounting Apprenticeship	✗	✗	✓

Materials for Essential and Enhanced packages are supplied at the start of the module. Materials for Extensive packages are segmented weekly.

All packages are offered on a blended learning basis, combining learning materials and class workshop time with a live tutor on a regular basis.

With all the AAT packages at Reed Business School, students benefit from regular contact with a qualified AAT tutor. During workshops, tutors will discuss and reinforce key learning points from online study and are on hand to provide guidance on progress and assessment.

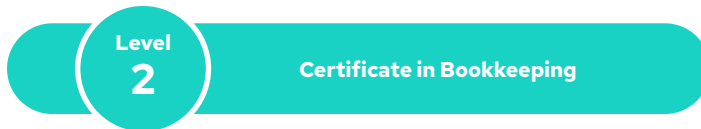
Self Funded Courses



Fee paying options

Whether you are looking to complete a quick bookkeeping course, or a complete level of AAT, our packages can be tailored to suit your needs.

We currently offer five AAT qualifications for you to choose from.



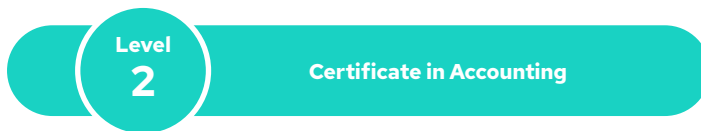
Level 2 Certificate in Bookkeeping

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Level 3 Certificate in Bookkeeping

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Level 2 Certificate in Accounting

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Level 3 Diploma in Accounting

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Level 4 Diploma in Professional Accounting

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Level 2

Certificate in Bookkeeping

Students studying this qualification will develop practical accountancy skills in the double-entry bookkeeping system and in using associated documents and processes while gaining an understanding that digital accounting systems are automating some of the stages in the process.

Students will cover transactions for accuracy, make entries in appropriate books and ledgers and calculate sales invoices and credit notes.

Units of Study

- Introduction to Bookkeeping
- Principles of Bookkeeping

Pricing

- From £395

Available as part of an Essential or Enhanced package.

Level 3

Certificate in Bookkeeping

This qualification will develop complex skills and knowledge necessary to work in a bookkeeping role or to progress to higher level accountancy roles or study. Students completing this qualification will become competent in financial processes including accounting principles and concepts, advanced bookkeeping and preparing financial statements. They will also be introduced to business issues regarding payroll and value added tax (VAT), including an understanding of the documents and reports produced on payroll software, timescales for submissions and payments.

Units of Study

- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses

Pricing

- From £595

Available as part of an Essential or Enhanced package.

The Full AAT Qualification

Whatever your chosen starting point on the AAT, you can be sure that you are on a journey towards achieving a highly respected and globally recognised qualification.

From Level 2 right up to Level 4, each level of study comes with its challenges and successes. Each level is a separate qualification and upon completion of each, you will receive a certificate of your achievement.

Studying an AAT accounting qualification will allow you develop not only your accountancy skills, but also many other key transferable business and personal skills. These skills will prove beneficial to those just starting out as well as those who are already in established roles. The upskilling elements of the programmes will give you a much stronger approach to the business environment.

The Level 2 Certificate in Accounting is ideal for anyone wishing to start studying accountancy and finance alongside a range of complementary business and personal skills.

Level 2 Certificate in Accounting:

- Ideal for those starting out in accountancy and finance.
- Provides foundational accounting knowledge.
- Enhances employability with a broader focus on various subject areas.
- Suitable for young people studying full-time.

The Level 3 Diploma in Accounting offers technical training in accounting and is ideal for anyone wishing to advance their career in accountancy or finance.

Level 3 Diploma in Accounting:

- Offers technical training in accounting.
- Helps advance careers in accountancy or finance.
- Provides specialist knowledge and skills.
- Prepares students for employment in more challenging accounting or finance roles.

The Level 4 Diploma in Professional Accounting offers more advanced and higher technical training in accounting, for those looking to move to the next level in their career in accountancy or finance.

Level 4 Diploma in Professional Accounting:

- Advanced and higher technical accountancy training.
- Suitable for career progression.
- Builds on skills from Level 3 and prepares you for higher level accounting qualifications.
- Enables students to add "MAAT" after their name upon completion.

Remember, each level is a separate qualification, and completing them leads to certificates of achievement. Best of luck on your AAT journey!





Level 2

Certificate in Accounting

This course covers a broad range of core accounting skills, as well as accountancy-related business skills and personal skills. Key themes have also been introduced throughout the suite of accounting qualifications, including technology, ethics, sustainability, and communication.

This qualification comprises four mandatory units:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls
- Principles of Costing
- The Business Environment.

A student completing this qualification will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales, and general ledgers. Students will learn an understanding of accounting software and develop the professional skills and behaviours needed to contribute effectively to the workplace. The four units are assessed individually through computer-based end-of-unit assessments.

Skills and progression

The accountancy and business skills developed by studying this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning. Skills developed through this qualification could lead to employment as:

- Accounts Assistant / Administrator / Payable Clerk
- Purchase / Sales Ledger Clerk
- Trainee Accounting Technician / Finance Assistant

Pricing

- From £695

Available as part of an Essential, Enhanced or Extensive package.



Level 3

Diploma in Accounting

This qualification covers a range of essential and higher-level accounting techniques and disciplines. Students will learn and develop skills needed for a range of financial processes, including maintaining cost accounting records, advanced bookkeeping and the preparation of financial reports and returns.

The qualification usually takes around one year to complete, but this will depend on study method and course timetable. It may be possible to complete it in as little as six months.

Units of Study

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

Skills and progression

The technical skills acquired through this qualification can lead to a choice of great careers, as well as providing progress onto the Level 4 Diploma in Professional Accounting. Completion of this qualification can provide progression onto the Associate Bookkeeping membership, where students will gain professional recognition with the designatory letters AATQB. Students may also progress onto Professional level and become a full member of AAT upon achieving the associated membership criteria. The Level 3 Diploma in Accounting also provides the skills required to support the establishment and operation of a healthy business. Skills developed through this qualification could lead to employment as:

- Accounts Payable & Expenses Supervisor / Assistant Accountant / Credit Controller
- Finance/Tax Assistant / Finance Officer / Payroll Supervisor / Senior Bookkeeper

Pricing

- From £995

Available as part of an Essential, Enhanced or Extensive package.



Level 4

Diploma in Professional Accounting

This qualification covers complex accounting and finance topics and tasks leading to students becoming confident with a wide range of financial management skills and applications. Students will gain competencies in drafting financial statements for limited companies, recommending accounting systems strategies and constructing and presenting complex management accounting reports.

Students who complete two optional, specialist units will be awarded the AAT Level 4 Diploma in Professional Accounting and will be eligible to apply for full AAT membership.

Units of Study (Mandatory)

- Applied management accounting
- Drafting and interpreting financial statements
- Internal accounting systems and controls

Optional Units (Complete 2 out of 5)

- Business Tax
- Personal Tax
- Audit and Assurance
- Cash and Financial Management
- Credit and Debt Management

Skills and progression

The final level of the AAT accounting qualifications, with highly technical and advanced methods in accounting, will give you solid proof of your abilities as a qualified accounting technician. The underlying knowledge will serve you well in your next career choices, strongly underpinning any further studies, but also a full set of vocational skills to take the working environment to another level. Once qualified, and having met AAT's criteria, students can apply for full AAT membership, which will allow them to use the designatory letters MAAT after their name. A major outcome of achieving the Level 4 Diploma in Professional Accounting is that it can lead to a wide variety of well-paid accountancy and finance jobs, some of which include:

- Professional Accounting Technician / Assistant Auditor / Assistant Management Accountant
- Commercial Analyst / Payroll Manager / Senior Financial Officer / Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant / Cost Accountant / Fixed Asset Accountant / Payments and Billing Manager
- Senior Fund Accountant / Senior Insolvency Administrator / Tax Supervisor / VAT Accountant

Pricing

- From £1,295

Available as part of an Essential, Enhanced or Extensive package.

Apprenticeship Courses





Apprenticeships

What is an Apprenticeship?

Apprenticeships combine real work with training and study. Being an apprentice isn't the same as being a college or university student. You won't just study and gain new knowledge. As an apprentice, you'll be putting what you learn straight into practice. Apprentices don't have to pay tuition fees either.

As an apprentice you will:

- Train for/in the workplace
- Get hands-on experience
- Earn a salary and get the same rights as employees, including sick leave and holiday pay.
- Spend at least 20% of your working hours training or studying
- Undertake ongoing assessments, including an endpoint assessment

It can take between 1 and 2 years to complete an apprenticeship, depending on:

- The apprenticeship you choose
- Your apprenticeship level
- Your previous experience



Accounting apprenticeships

Training and retaining younger and less experienced members of the team can be a challenge for any organisation. By investing in an apprenticeship, a business can bring long-term benefits by building on existing knowledge and skills, improving performance, and boosting staff retention in junior and entry-level positions.

Apprentices will also develop business communications and lifelong learning skills, applying what they learn to the wider industry context.

Our AAT apprenticeships are delivered through our online Virtual Learning Environment (VLE) and live online Workshops. VLE materials can be accessed any time, using a mobile, tablet or desktop, meaning students can fit their study around work and home commitments. This learning is supported through Live Online Workshops with a Reed Business School tutor. Every session is recorded so you can recap the session at any time.

Mindful Education's award-winning VLE provides students with an innovative, media-rich learning experience which is setting new standards in the digital delivery of education.

"The workshops are fantastic to discuss areas I'm struggling with and to identify what I need to work on."

Isabel Godfrey, Outsourcing Associate at Wenn Townsend & AAT Student Representative



Apprenticeship options

Whether you are just starting your career pathway or nearing the end of an AAT qualification, apprenticeships can enhance your knowledge within a practical work-based environment.

Apprenticeships combine real work with training and study. Being an apprentice isn't the same as being a college or university student. You won't just study and gain new knowledge as an apprentice, you'll be putting what you learn straight into practice. Apprentices don't have to pay tuition fees either.

Reed Business School offers three accounting apprenticeships, using the AAT syllabus.

Level
2

**Accounts / Finance Assistant
Apprenticeship**

Level
3

**Assistant Accountant
Apprenticeship**

Level
4

**Professional Accounting Technician
Apprenticeship**

Level 2

Apprenticeship option

Accounts / Finance Assistant

An Accounts/Finance Assistant is an important part of the team, responsible for ensuring an efficient and accurate finance function within a business. This role is generally responsible for assisting the team of accountants with junior accounting duties. An apprentice's work at this level could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to make sure that records are correct, recording of cash and data entry. The role is not limited to practice accountancy and work in most industries or sector.

Programme Length: 12 months (+3 month EPA)

You must be employed full-time in a suitable position before commencing the programme. Course timetables and attendance requirements will be confirmed during your enrolment.

Starting your Apprenticeship

There are multiple start dates for your AAT studies, so enquiries are dealt with all year round. Candidates may start their employment at any time throughout the year, and work-based learning will start from day 1 of your employment. If you start your role before your studies commence, one of the AAT assessor/coaching team can liaise with you over activities to undertake in the interim period.

Qualifications

- Level 2 Accounts/Finance Assistant Apprenticeship
- AAT Level 2 Certificate in Accounting

AAT Units of Study

- Introduction to Bookkeeping
- Principles of Bookkeeping
- Principles of Costing
- The Business Environment

Study Basis

- Mindful Education VLE with live online tutor led workshops.

End Point Assessment

- In-tray assessment
- Portfolio
- Structured interview

Level 3

Apprenticeship option

Assistant Accountant

The Diploma in Accounting qualification is at Level 3 – equivalent to A Levels – and will equip your team members with skills that can be directly applied within your organisation. An Assistant Accountant provides support to internal and external customers and will work predominantly either as an assistant accountant within practice or alternatively within the finance function of an organisation.

Part of the role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year - end financial statements. In addition, the Assistant Accountant may find themselves involved in regulatory financial requirements, such as the completion of VAT returns or assisting in the preparation of tax computations.

Programme Length: 12 months (+3 month EPA)

Any existing knowledge will also be taken into account when deciding the duration of the programme.

You must be employed full-time in a suitable position before commencing the programme. Course timetables and attendance requirements will be confirmed during your enrolment.

Starting your Apprenticeship

There are multiple start dates for your AAT studies, so enquiries are dealt with all year round. Candidates may start their employment at any time throughout the year, and work-based learning will start from day 1 of your employment. If you start your role before your studies commence, one of the AAT assessor/coaching team can liaise with you over activities to undertake in the interim period.

Qualifications

- Level 3 Assistant Accountant Apprenticeship
- Level 3 AAT Diploma in Accounting

AAT Units of Study

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

Study Basis

- Mindful Education VLE with live online tutor led workshops.

End Point Assessment

- Simulation exam
- Portfolio
- Professional discussion

Level 4

Apprenticeship option

Professional Accounting Technician

The Professional Accounting Technician apprenticeship is a higher-level accounting qualification. You should possess either a Level 3 accounting qualification or have equivalent skills and knowledge through relevant and recent work experience. The programme helps you develop all the skills you will need to work in a modern accounting environment.

Completing the AAT Level 4 Diploma in Professional Accounting will make you eligible to apply for full AAT membership.

Programme Length: 15 months (+3 month EPA)

Any existing knowledge will also be considered when deciding the duration of the programme. You must be employed full-time in a suitable position before commencing the programme. Course timetables and attendance requirements will be confirmed during your enrolment.

Starting your Apprenticeship

With multiple start dates for your AAT studies, candidates may start their employment at any point. Work-based learning will start from day one. If you start your new role before your studies, one of the AAT assessor/coaching team can liaise with you over activities to undertake in the interim period.

Qualifications

- Level 4 Professional Accounting Technician Apprenticeship
- Level 4 AAT Diploma in Professional Accounting

AAT Mandatory Units of Study

- Applied management accounting
- Drafting and interpreting financial statements
- Internal accounting systems and controls

AAT Optional Units of Study (you must complete any two)

- Business Tax
- Personal Tax
- Audit and Assurance
- Cash and Financial Management
- Credit and Debt Management

Study Basis

- Mandatory units will be delivered Mindful Education VLE with live online tutor led workshops, and optional papers will make use of Kaplan digital materials supported by study text and question bank books, along with live online tutor led workshops.

End Point Assessment

- Simulation exam
- Portfolio
- Reflective statement or a professional discussion

“We have been using Reed Business School for our ICAEW students for decades and so naturally, we jumped at the chance of using Reed for our AAT learners also.

Not only does it make our lives easier having all the students in one place, but Reed just makes our lives easier full stop. There is always someone on the end of the phone to help ensure students are set on the right path.

Apprenticeships tend to come with a fair amount of admin and Reed expertly guide you through it all.

All our students feel supported and know who to turn to for help if they are unsure, similarly when we are unsure as employers the Reed team are always on hand to help.

A highlight of the apprenticeship scheme is the learning coach element. Enabling students whilst studying, to grow as individuals, which ultimately makes them better accountants.”



Emma Marsland

**Director, Plummer Parsons
Accountants Limited**



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If we can help you with any accountancy course questions, please contact us.

Terms & Conditions
www.reedbusinessschool.co.uk/terms-and-conditions

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