



UNIVERSITY OF
CAMBRIDGE

AAT Advanced Diploma in Accounting

Level 3

Briefing Pack for University Staff

2016-17



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1. The University AAT Advanced Diploma (Level 3) programme

1.1. About the AAT programme

The University's AAT Advanced Diploma in Accounting (Level 3) is centrally funded through the Finance Division and is open to members of staff in a University accounting role. You may also apply if you work in one of the University colleges, the University Press or Cambridge Assessment, although funding will be requested from your employer who may have their own criteria for joining the programme (please see the briefing pack for external applicants if this is the case).

1.2. Benefits

This AAT study package gives each student more than simply AAT tuition. There are additional benefits:

- Class size guaranteed not to exceed 16 students.
- Exclusive to University (or related) employees.
- Areas of the syllabus are related to University accounting practice throughout the course.
- Impartial support to students and to their line managers from a member of the Finance Division Training team.
- Dedicated web page (through Moodle) with resources and news.
- Discounted rates when compared to standard public programmes.

1.3. Overview

AAT are launching a new syllabus (AQ2016) which will be taught from 1 September 2016. All students on the University programme will be enrolled on the AQ2016 syllabus and the course will cover all the new requirements including the new synoptic assessment.

This will be a blended study programme, running from September 2016 – July 2017. It provides a total of 18.5 classroom days and 5 half-days for exams, which will need to be supplemented by at least 6 – 8 hours home study per week.

This level consolidates and builds upon the double-entry process that many students will have covered at Level 2 or via the AAT Bookkeeping Certificate. It then introduces some basic costing concepts, explores VAT in more depth, introduces ethical concepts and builds on existing spreadsheet skills.

1.4. Assessments

At this level students will study 6 units which are assessed by means of a computer based assessment and/or a computer based synoptic assessment. The synoptic assessment is taken towards the end of the qualification; it draws on and assesses knowledge and understanding from across the qualification. The synoptic assessment is 3 hours long.

Unit title	End of unit assessment		Included in synoptic assessment
Advanced bookkeeping	✓	2 hours	✓
Final Accounts Preparation	✓	2 hours	✓
Indirect Tax	✓	1 ½ hours	✓
Management Accounting: Costing	✓	2 ½ hours	✓
Ethics for accountants	No end of unit assessment		✓
Spreadsheets for Accounting	No end of unit assessment		✓

All assessments in this qualification:

- are set and marked by AAT
- are computer based
- are time limited
- are scheduled by training providers or assessment venues
- take place at approved centres and venues in controlled conditions.

To achieve the qualification and to be awarded a grade, a student must pass all the mandatory assessments and the synoptic assessment.

1.5. Grading

Students will be awarded an overall qualification grade (Distinction, Merit or Pass). Unit and synoptic assessments are not awarded grades individually, but the marks achieved in all assessments contribute to the student's overall grade for the qualification.

Grade Definition	Percentage Threshold
Distinction	90 – 100%
Merit	80 – 89%
Pass	70 – 79%
Unclassified	0 – 69% (or failure to pass one or more assessments)

Assessment	Contribution to qualification grade
Advanced Bookkeeping	20%
Final Accounts Preparation	15%
Management Accounting: Costing	20%
Indirect Tax	10%
Synoptic Assessment	35%

1.6. Pre-requisites

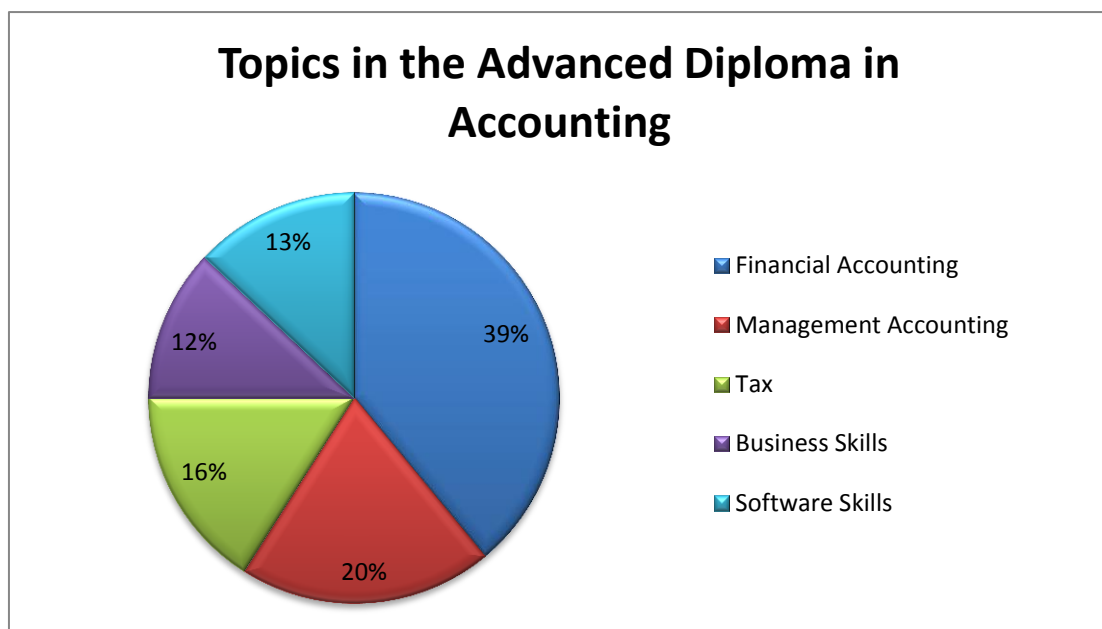
For the best chance of success, the recommended entry requirements for this qualification include work experience, working in finance, or prior achievement of the AAT Certificate in Bookkeeping, or equivalent qualification.

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.

It is further recommended that students begin their studies with a good standard of English and maths. Accountants work at the very heart of a business and are expected to be able to communicate information clearly and appropriately for a given audience.

AAT recommends that students use AAT Skill-check to ensure they are ready to start on a particular qualification.

2. The Advanced Diploma study units and timetable



2.1. Study time

In addition to the classroom days, students will be expected to put in additional work at home each week for course work, practice questions, homework and background reading. All students must think carefully about prioritising their studies when managing their work/life balance.

The table overleaf is based upon the AAT's recommended guided learning hours, this should be used as a guide only. Students will find some units more challenging than others depending on a variety of factors including; previous studies, work experiences and natural preference. Spreadsheet software, for example, is likely to require less time if this is something used regularly in the workplace.

Unit Name	Topics	AAT assessment method	Classroom hours	Estimated home study hours
Advanced Bookkeeping	<ul style="list-style-type: none"> Principles of Accounts Preparation Extending the Trial balance using accounting adjustments Accounting for fixed assets 	CBA and Synoptic	35	55
Final Accounts Preparation	<ul style="list-style-type: none"> Preparing accounts for sole traders Prepare final accounts for partnerships 	CBA and Synoptic	14	45
Management Accounting: Costing	<ul style="list-style-type: none"> Principles of costing Providing cost and revenue information 	CBA and Synoptic	35	45
Indirect tax	<ul style="list-style-type: none"> Principles of VAT Preparing and completing VAT returns 	CBA and Synoptic	7	33
Ethics for Accountants	<ul style="list-style-type: none"> Ethics in accounting and finance 	Synoptic	7	85
Spreadsheets for Accounting	<ul style="list-style-type: none"> Spreadsheet software 	Synoptic	7	
General Synoptic		Synoptic	21	
TOTALS			126	197

2.2. Project and self-study work

Homework will be given at the end of each of the classroom sessions, the deadline for this homework is usually a couple of days before the next classroom session. This homework will be issued and submitted via the online Moodle site and is designed to assess the understanding from the class sessions.

The homework will generally take the form of project work, based around a company and it will develop over the course of the year. There will be a mixture of exercises to complete, including spreadsheet use, calculation tasks and written work. Some of this work will be assessed by the tutor and some will be peer assessed.

During the course there will also be self-study work which will need to be completed outside of the sessions. This will take a variety of forms including reading, practice tasks or use of the AAT online study material. This is an important element of the course and the work completed in the class sessions will be based on the expectation that this self-study work has been completed.

All instructions for the project and self-study work will be clearly displayed on Moodle. It is therefore vital that this site is checked regularly throughout the course.

2.3. Level 3 timetable for 2016-17

The Level 3 programme will be day release study, generally on a Tuesday from 9:30am to 4:30pm over the period September 2016 to July 2017. Please note that the classes and assessments may not always be on a Tuesday, please check the dates carefully.

Year	Date	Level 3	Duration	Tutor	Location	
2016	Tues 13 Sept	Induction and Spreadsheet (1)	09:30 – 12:30	Helen Parker	Greenwich House	
	Tues 20 Sept	Advanced Bookkeeping	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 27 Sept	Advanced Bookkeeping	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 04 Oct	Advanced Bookkeeping	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 11 Oct	Advanced Bookkeeping	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 18 Oct	Advanced Bookkeeping	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 25 Oct	Optional Advanced Bookkeeping mock assessment				
	Tues 01 Nov	Advanced Bookkeeping assessment				Greenwich House
	w/c 7 Nov	Spreadsheet (2) – Self study				
	Tues 15 Nov	Final Accounts Preparation	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 22 Nov	Final Accounts Preparation	09:30 – 16:30	Helen Parker Dave Sizer	Greenwich House	
	Tues 06 Dec	Final Accounts Preparation assessment				Greenwich House
	w/c 12 Dec	Spreadsheet (3) – Self study				
	2017	Tues 10 Jan	Management Accounting: Costing	09:30 – 16:30	Helen Parker Lucy Harney	Greenwich House
Tues 17 Jan		Management Accounting: Costing	09:30 – 16:30	Helen Parker Lucy Harney	Greenwich House	
Tues 24 Jan		Management Accounting: Costing	09:30 – 16:30	Helen Parker Lucy Harney	Greenwich House	
Tues 31 Jan		Management Accounting: Costing	09:30 – 16:30	Helen Parker Lucy Harney	Greenwich House	
Tues 07 Feb		Management Accounting: Costing	09:30 – 16:30	Helen Parker Lucy Harney	Greenwich House	
Tues 21 Feb		Management Accounting: Costing assessment				Greenwich House
w/c 27 Feb		Indirect Tax - self study				
w/c 06 Mar		Indirect Tax - self study				
Tues 14 Mar		Indirect tax	09:30 – 16:30	Helen Parker	Greenwich House	
Tues 21 Mar		Indirect Tax assessment				Greenwich House
Tues 28 Mar		Synoptic session (1) - Ethics	09:30 – 16:30	Helen Parker	Greenwich House	
Tues 18 April		Synoptic session (2) - Spreadsheets	09:30 – 16:30	Helen Parker	Greenwich House	
Tues 25 April		Synoptic session (3)	09:30 – 16:30	Helen Parker	Greenwich House	
Tues 02 May		Synoptic session (4)	09:30 – 16:30	Helen Parker	Greenwich House	
Tues 09 May		Synoptic session (5)	09:30 – 16:30	Helen Parker	Greenwich House	
w/c 22 May (TBC)		Final synoptic assessment				Greenwich House
w/c 10 July (TBC)		Keep free				

2.4. Completing Level 3

The Level 3 Advanced Diploma is a qualification in its own right; however upon successful completion of Level 3, students may wish to continue on to the AAT Level 4 Professional Diploma.

It is anticipated (although not guaranteed) that the University will run a similar programme for Level 4. This programme is likely to be taught by an external provider.

In the event of failing an examination the Finance Trainer will discuss options for re-sitting with the student.

3. Venues

3.1. Travelling to Greenwich House

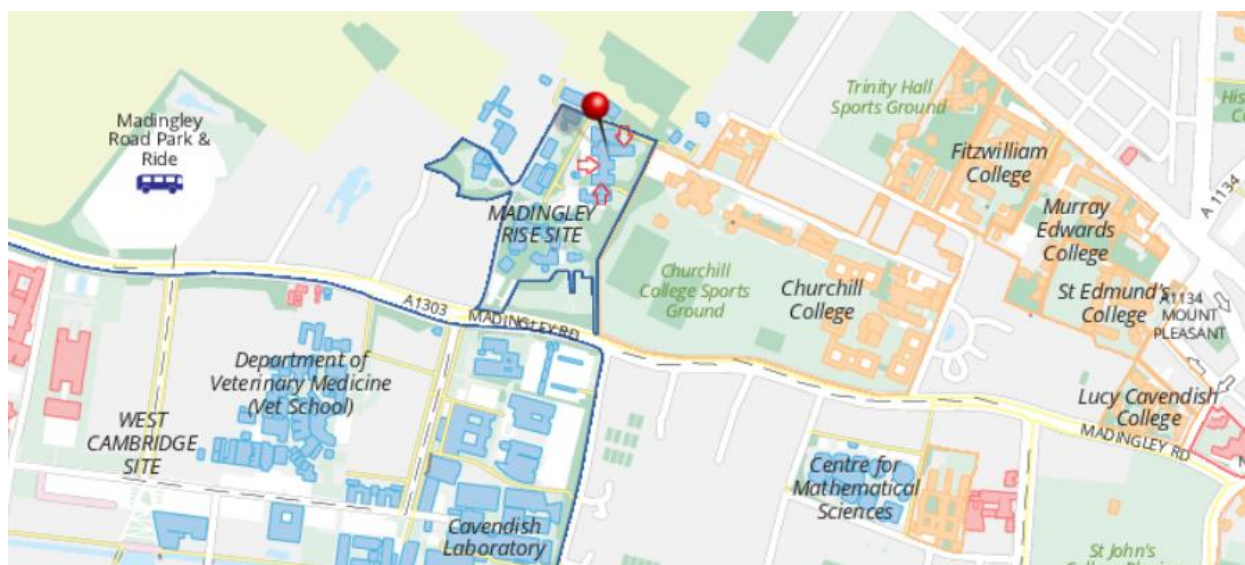
Finance Training, Greenwich House, Madingley Rise, Madingley Road
Cambridge CB3 0TX

Tel: 01223 766627

Fax: 01223 765094

Email: helen.parker@admin.cam.ac.uk

Please use the Uni 4 Bus or cycle to Greenwich House as parking is severely limited and will not be available to course participants.



Arriving by train

There are fast trains from London King's Cross Station to Cambridge every half hour, taking about 50 minutes. Direct trains are available to Cambridge from Norwich, Ipswich, Birmingham and also from Stansted airport. Full timetable details are available from [Network Rail](#).

Taxis to Greenwich House are available from the station. If you wish to travel from the station by bus, the Citi 1 service to St Andrew's Street (bus terminates at Arbury) followed by the Park and Ride Bus (see below) is the best option.

Arriving by bus

The [Uni 4](#) bus runs from Addenbrooke's and Trumpington Street every 20 minutes and costs 90p per single journey for Cambridge University cardholders. Get off the bus as it turns onto J. J. Thomson Avenue, walk back towards Madingley Road and follow the directions below.

The Citi 4 bus also serves the West Cambridge site (weekdays until 8pm only). A full fare is payable on the Citi 4 route, and this service terminates in Downing Street in the city centre and does not go out to Addenbrookes.

Alternatively the Red [Park & Ride Bus](#) (route 77) departs from the city centre (St. Andrew's Street) every 10 minutes and stops close to Greenwich House, taking approximately 15 minutes to get here. The full route is:

- Newmarket Road Park & Ride
- Marshall's Airport
- Meadowlands
- Coldhams Lane Corner
- Grafton Centre
- St Andrews Street (outside the Post Office)
- Bridge Street
- Northampton Street
- Conduit Head Road
- Madingley Road Park & Ride

If travelling from the centre, ensure you catch the bus to Madingley Road Park & Ride.

- As you come up the Madingley Road from centre of town, get off the bus just after J. J. Thomson Avenue - the entrance road on your left hand side for the Computer Labs (the William Gates Building) and the Cavendish Labs. Other bus routes that use the same stop on Madingley Road are the 130/X30.
- Walk back towards this entrance road. You will see a crossing island in the middle of Madingley Road - cross at this point.
- Virtually opposite you, there will be an entrance road (this is Madingley Rise)
- Look for the blue sign on the right hand side for the Finance Division. Follow this road round and to the right.
- Continue past the right turn, which says Visitor Parking. On your right, just past here, there is a footpath that runs alongside the hedge. Take this and follow it around to the left to get to Greenwich House.

Further information on local buses is available on the [Stagecoach Website](#).

Arriving by bicycle

- Turn into Madingley Rise from Madingley Road
- Go past the Visitors carpark
- On your right there is a footpath running alongside the visitor parking area. Take this footpath and follow it around to the left.
- Just after the bend, there is a bicycle shed for visitors on your left. Please leave your bicycle here. Greenwich House is at the end of the footpath.

There is a drying room available for wet coats if necessary

3.2. Lunchtimes and refreshments

Greenwich House has been recently refurbished.

There is a café on site, which serves sandwiches, jacket potatoes, soup etc. at lunchtimes. There are also microwaves available if you wish to heat up your own food. You are welcome to eat your own food in the bistro. A fridge is provided for Finance Training delegates to store food during the day. In addition, the food outlets on the West Cambridge site are accessible within 10-15 minute walk.

3.3. Accessibility

The teaching room and related facilities are all wheelchair accessible. Parking can be arranged for those with mobility issues. We have hearing induction loops in both main teaching rooms and a portable system, which can be used in any other rooms used during the course. Arrangements can be made to provide materials in alternative formats.

Please speak to Helen Parker by email helen.parker@admin.cam.ac.uk or telephone on (7)66627 to discuss your individual requirements both before the programme starts and at any point if your circumstances change.

Please note that your requirements will not prevent you from joining the programme

4. Tutors

The University's Level 3 programme is to be provided by qualified and experienced Finance Division staff.

Helen Parker: The main tutor, Helen is a Finance Trainer within the Finance Division. She is ACA qualified and has had many years' experience teaching and assessing AAT at all levels.

Other tutors:

Dave Sizer ACCA qualified, Dave is the Investment Accountant within the Finance Division. He teaches on the Advanced Bookkeeping and Final Accounts Preparation units.

Lucy Harney CIMA qualified, Lucy is the Reporting Accountant within the Finance Division. She teaches on the Management Accounting, Costing unit.

All tutors will be available throughout the course with one-to-one support and be contactable by email outside of classroom hours.

5. Resources

5.1. Study texts

All books required will be provided and distributed over the duration of the course as each study module begins. You are not required to use additional textbooks to cover the syllabus but if you think it might help your studies then we suggest you discuss this with the tutors.

Alternative texts may describe methods and techniques in different ways and this does not always help with understanding of the syllabus and preparation for the exams.

5.2. Other equipment

Make sure you are equipped with the following stationery, which is also recommended to comply with exam regulations where appropriate.

Lever-arch ring binder dividers/plastic punched wallets	To organise your files
A4 pad of paper	For note taking and exercises
Pens, Highlighter pens, Ruler	All AAT forms must be completed in black ink
Clear plastic case	To carry your stationery for the examination
Calculator	That includes a percentage and a square root button, but must not be a “mini-computer” or data storage device (a phone is not recommended as you will not be allowed to use this in the exam)
Access to a computer	You will need access to a computer with internet access and ideally word processing and spreadsheet software. If this is an issue please contact Helen Parker, we may be able assist you with gaining access to computer facilities.

Eligible staff can download Microsoft Office programs to their personal devices thanks to a new agreement between the University and Microsoft. [[Click here](#) for details. Staff can find out if they are eligible for the software on the [University Information Services \(UIS\) website](#), where they can also find instructions on how to download the software]

Students must present photo identification, such as driving license or passport when sitting the exam.

6. Monitoring and support

6.1. Monitoring attendance

Finance Training will be recording the day release attendance of all students and any absences will be reported back to line managers. If you know that you are unable to attend a particular session please speak to your tutor in advance to plan studies for topics that are covered in your absence.

We also strongly advise you to plan holidays carefully to minimise the number of classroom sessions that you miss. During the academic year we expect you to prioritise your AAT studies to maximise your chances of passing the exams and achieving the required standards for tutor assessed work.

Please report sickness or unplanned absence to the Finance Training Team on either 01223 (7)66631 or (7)66627.

6.2. Progress

Termly progress reports for your department

Your key tutor will write a brief summary of your progress after completion of each module. This will be based on results of tests and feedback from you and your tutors. This will also be shared with your line manager.

Assessment results

Details of individuals' successes in the assessments will also be kept by the Finance Training Manager and shared with individual's line managers as part of the progress report.

6.3. Help and advice

If you experience any difficulties with the course then you are encouraged to speak to the tutors at the earliest opportunity. You may also email them and they will respond within two working days.

Over the years we have plenty of experience of the typical struggles and the unforeseen domestic emergencies that people may encounter whilst trying to study. Please do not hesitate to contact Helen Parker in these circumstances.

The University will be monitoring the programme on a regular basis and you will have opportunities to give anonymous feedback through our online survey tool. Helen Parker in the Training Team will be on-hand if you wish to discuss any concerns or require additional advice at any time.

Helen Parker	helen.paker@admin.cam.ac.uk
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(Finance Trainer)	01223 (7)66627
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7. Costs

7.1. Tuition and exam fees

If your study application is supported by your line manager/department and by the Finance Division Training Manager, the University (or your college), will fund the tuition costs and the entry fees for the assessments. For the 2016-17 programme the full cost is £1,500 broken down as below:

Funded by the Finance Division: £1,100

PLEASE NOTE: this is repayable by the individual in the event that they do not complete the course or leave the University within one year of completion.

Cost to the individual/department: £ 400

7.2. Student contribution

As detailed in section 7.1, departmental students will be asked to make a payment of £400 towards the cost of their studies. For some students this may be covered by their department, who may have their own policy with regard to repayment if the student leaves the University.

If you are paying the contribution yourself you will be able to pay by cheque, credit or debit card once your enrolment is confirmed.

7.3. AAT membership

Application for, and payment of, the student membership of AAT is the responsibility of the student. The current student membership fee is £88. New AAT members will also have to pay the admission fee (currently £41).

You must be registered as a student before you are able to access the study resources on the AAT site, or sit any of the exams.

7.4. Resit exams

If you are un-successful a brief summary feedback report can be obtained from the exam officer.

If a re-sit of the exam is required, this can be arranged as soon as the student is ready, but not within 3 working days of the previous exam. The cost of the re-sit (including an administration fee) will have to be met by the student or their department.

There may be some restrictions on the number of re-sits that are available for candidates under 19, this will be discussed individually with anybody who is affected.

7.5. Conditions of funding

Please note, when you sign the application/funding form and begin the course, you are also agreeing to the Finance Division's terms and conditions of funding. If you don't complete the course and/or leave the University within a specified period then you may have to repay all or a proportion of the amount funded by the finance division. Full details are set out at the end of the form.

8. Applying for the University AAT Level 3 Advanced Diploma programme

8.1. Eligibility

To be eligible for a place on the programme, you will need to be a permanent member of staff in the University and meet the following criteria:

Be supported by your line manager; firstly to release you for the study days during the year and secondly to confirm that your studies are appropriate and beneficial to you and your department.

Prospective students must demonstrate that they have a sound understanding of the principles of double-entry book keeping gained from:

- completion of the AAT Certificate in Bookkeeping;
- completion of AAT Level 2; or
- previous accountancy experience or qualifications.
- Students who haven't qualified recently will be expected to demonstrate that this knowledge is up to date by completion of the AAT Skills check, which is available from the AAT web site at <http://aatskillcheck.org/home.aspx>

You are expected to make a personal commitment to complete the level within the academic year (including all computer based exams)

You must commit to studying sufficiently in your own time in line with the classroom schedule.

You must also agree to the terms and conditions attached to University funding and support.

We will review all applications and will endeavour to meet all applicants personally. In the event of the course being oversubscribed, decisions will be made based on business needs. Where the business needs are equal, priority will be given to internal candidates.

8.2. To Apply

- Discuss with your line manager and ask them to complete section 5 of the Finance Training Funding/Application form. (Appendix B)
- Establish with your line manager who will pay the student contribution fee (£400) and indicate as appropriate on section 7 of the form.
- Include your AAT Statement of Achievement summarising your prior qualifications or documentation of any alternative accounting qualifications and experience.
- Return the completed Finance Training funding/Application form by at the latest **Thursday 4th August 2016** to:

Margaret Peck
Finance Training,
Finance Division, Greenwich House
Madingley Rise, Madingley Road, Cambridge CB3 0TX

9. Appendices

Appendix A – Unit overview

Advanced Bookkeeping

This unit is the first of two Level 3 financial accounting units. It develops Level 2 foundation skills, incorporating advanced bookkeeping and managing records for non-current assets, in preparation for producing final accounts for unincorporated organisations

The purpose of this unit is to build on skills and knowledge learned in the Level 2 financial accounting units and to develop bookkeeping skills, taken to an initial trial balance. This is valuable progress for the student, both in terms of moving towards preparing final accounts and also by offering employers more technical skills at this stage. The student's bookkeeping skills, acquired at an earlier stage, will be reinforced and developed in this unit. While the daybooks and some of the ledger accounts may be familiar, the accruals basis of accounting is introduced to underpin many of the adjustments that are commonly found in the workplace, including accruals, prepayments, accounting for irrecoverable and doubtful debts and the period end valuation of inventory. This takes the student to the position of being able to draw up a trial balance using adjusted figures, and extend it to identify the profit or loss for the period.

Advanced Bookkeeping is a mandatory unit in this qualification. It follows from the Level 2 units, Bookkeeping Transactions and Bookkeeping Controls. It is closely linked with the Level 3 unit Final Accounts Preparation, which is recommended to be taken following this one. It also incorporates appropriate parts of Ethics for Accountants. Skills and knowledge from this unit are essential for Level 4 Financial Statements of Limited Companies.

Learning outcomes

1. Apply the principles of advanced double-entry bookkeeping
2. Implement procedures for the acquisition and disposal of non-current assets
3. Prepare and record depreciation calculations
4. Record period end adjustments
5. Produce and extend the trial balance

Final Accounts Preparation

This Level 3 unit is about the student being able to prepare final accounts for sole traders and partnerships, and becoming aware of alternative business organisation structures.

This purpose of this unit is to provide the background knowledge and skills a student needs to be capable of drafting accounts for sole traders and partnerships and provides the background knowledge of the regulations governing company accounts. Successful students will be able to complete tasks while being aware of potential ethical issues and know how to report information effectively.

Students will be able to recognise the different types of organisations that need to prepare financial statements. They will understand why such statements are important to users in the business environment. Financial accounting techniques and knowledge already acquired will be developed to prepare accounting records when the records are incomplete, and students will become familiar with mark-up and margin.

They will recognise special accounting requirements for partnerships. They will become aware of legislation and regulations governing financial statements, and will be able to recall and apply ethical knowledge to situations arising during the preparation of accounts. Terminology and formats used by accountants in the financial statements of companies will be introduced, working with the IFRS terminology utilised across AAT.

Using all this, the student will be able to prepare final accounts for sole traders and partnerships from an initial trial balance, and present these to the line manager. They will then gain awareness of the more detailed requirements for the preparation of company financial statements.

Final Accounts Preparation is a mandatory unit. It is closely linked to the Level 3 financial accounting unit Advanced Bookkeeping, as well as to the Level 2 units, Bookkeeping Transactions and Bookkeeping Controls. In addition, it draws on the ethical principles from the Level 3 unit Ethics for Accountants. On completion of this unit, students are prepared to start the Level 4 unit Financial Statements of Limited Companies.

Learning outcomes

1. Distinguish between the financial recording and reporting requirements of different types of organisation
2. Explain the need for final accounts and the accounting and ethical principles underlying their preparation
3. Prepare accounting records from incomplete information
4. Produce accounts for sole traders
5. Produce accounts for partnerships
6. Recognise the key differences between preparing accounts for a limited company and a sole trader

Management Accounting: Costing

Management Accounting: Costing provides students with the knowledge and skills needed to understand the role of cost and management accounting in an organisation, and how organisations use such information to aid management decision making.

Students will learn the techniques required for dealing with direct costs and revenues, and with the treatment of short-term overhead costs. These include inventory control methods; direct labour costing; allocation and apportionment of indirect costs to responsibility centres; calculation of overhead absorption rates, including under and over absorptions; and prime, marginal and absorption costing calculations.

They will also learn the techniques required for decision making, using both short-term and long-term estimates of costs and revenues. These include estimating changes in unit costs and profit as activity levels change; segmented profit/loss by products; break-even (Cost Volume Profit - CVP) analysis; limiting factor decision making; job, batch, unit, process and service costing; reconciling budgeted and actual costs and revenues by means of flexible or fixed budgets; and capital investment appraisal techniques.

This unit prepares students for the Level 4 units Management Accounting: Budgeting and Management Accounting: Decision and Control. Together, these units instil students with an underpinning understanding of cost and management accounting principles, and the ability to apply relevant techniques.

Management Accounting: Costing is a mandatory unit in this qualification.

Learning outcomes

1. Understand the purpose and use of management accounting within an organisation
2. Apply techniques required for dealing with costs
3. Apportion costs according to organisational requirements
4. Analyse and review deviations from budget and report these to management
5. Apply management accounting techniques to support decision making

Indirect Tax

This Level 3 unit is about indirect tax, specifically the sales tax that is referred to in the UK and throughout this unit as value added tax, or VAT. The unit is designed to develop students' skills in preparing and submitting returns to the relevant tax authority in situations where the transactions that have to be included are relatively routine; however, some non-routine issues are included in the assessment.

Students will learn about VAT legislation and the importance of maintaining their technical knowledge through monitoring updates. Students must show they can accurately complete VAT returns, and understand the implications of failure to do so. Inaccuracy and omission, along with submitting returns late, and late payment or non-payment of VAT, need to be understood in terms of the sanctions and penalties available to the relevant tax authority.

In particular, students will learn how to calculate correctly the VAT value in different circumstances, verify the calculations of the submitted return and correctly use an accounting system to extract relevant data for the return.

The VAT registration and deregistration rules are important aspects of learning at this level, including the need to monitor sales closely to avoid offending regulations. The existence and basic terms of special VAT schemes are also important.

Students will learn about dealing with errors made in previous VAT returns and how and when these are corrected. They will also learn about communicating VAT matters to relevant individuals and organisations, including the special rules that apply when goods and services are imported into and exported out of the UK and the European Union (EU).

Learning outcomes

1. Understand and apply VAT legislation requirements
2. Accurately complete VAT returns and submit them in a timely manner
3. Understand implications of errors, omissions and late filing and payment
4. Report VAT related information in accordance with regulatory and organisational requirement

Ethics for Accountants

This unit is about professional ethics in an accounting environment. It seeks to ensure that students have an excellent understanding of why accountants need to act ethically, of the principles of ethical working, of what is meant by ethical behaviour at work, and of when and how to take action in relation to unethical behaviour and illegal acts.

This unit supports students in:

- working within the ethical code applicable to accountants and accounting technicians
- ensuring the public has a good level of confidence in accounting practices or functions
- protecting their own and their organisation's professional reputation and legal liability
- upholding principles of sustainability.

Students will learn the core aspects of the ethical code for accountants, as it relates to their work as accounting technicians and as exemplified in AAT's Code of Professional Ethics. They will understand the ethical principles of integrity, objectivity, professional competence and due care, professional behaviour and confidentiality, and will learn to apply these principles to analyse and judge ethical situations at work.

Students will learn the core aspects of the ethical code for accountants, as it relates to their work as accounting technicians and as exemplified in AAT's Code of Professional Ethics. They will understand the ethical principles of integrity, objectivity, professional competence and due care, professional behaviour and confidentiality, and will learn to apply these principles to analyse and judge ethical situations at work.

They will also understand that acting ethically derives from core personal and organisational values, such as honesty, transparency and fairness, as well as from professional ethics. Understanding the conceptual framework of principles, threats and safeguards contained in the ethical code, plus its process for ethical conflict resolution, will enable students to apply a systematic approach to ethical problems that they may encounter.

Students will, therefore, develop skills in analysing problems, and in judging between 'right' and 'wrong' behaviour in a given context. They will also be able to identify alternative courses of action to resolve an ethical problem, and select the most appropriate action in the circumstances.

Money laundering regulations mean that accountants can be exposed to legal liability for keeping quiet in certain circumstances, or for telling the wrong person about suspected wrongdoing. Students will learn when and how the money laundering regulations apply, and their responsibilities in respect of them. They will also learn about reporting to the authorities in respect of suspected money laundering. In certain other circumstances, it may be appropriate for an accountant to report, 'speak up' or blow the whistle on unethical behaviour.

Learning outcomes

1. Understand the need to act ethically
2. Understand the relevance to the accountant's work of the ethical code for professional accountants
3. Recognise how to act ethically in an accounting role
4. Identify action to take in relation to unethical behaviour or illegal acts

Spreadsheets for Accounting

This Level 3 unit is about using spreadsheets to accurately enter, analyse and present information so that informed accountancy judgements can be made. The skills and knowledge from this unit integrates spreadsheet use within the other Level 3 accountancy subjects.

The objective of this unit is to equip students with sufficient skills and knowledge to enable them to select the correct information, and then accurately input raw data into a spreadsheet. The student may need to use spreadsheets developed by others, or can produce their own. The student will then be able to demonstrate their use of a range of skills to analyse this data in line with accountancy conventions. Skills such as the use of formulas, functions, data analysis tools, sorting and filtering will be vital within accountancy to enable students to perform complex calculations quickly and accurately. After analysis, the data needs to be comprehensively checked and then presented by using a range of methods; for example, structured spreadsheets with pivot tables and charts. The responsibility for checking accuracy of information at Level 3 remains with the student.

Learning outcomes

1. Design and structure appropriate spreadsheets to meet customer needs
2. Use spreadsheet software to record, format and organise data
3. Use relevant tools to manipulate and analyse data
4. Use software tools to verify accuracy and protect data
5. Use tools and techniques to prepare and report accounting information

Appendix B – Application for Funding from the Finance Training AAT Budget 2016-17

Please return the completed form to: **Margaret Peck, Finance Training, Greenwich House, Madingley Rise, Madingley Road, Cambridge.**

The Finance Team may contact you and your line manager to discuss the application for funding, the study requirements and the commitment of all parties to the proposed study. Finance Training will formally notify the candidate and their manager of acceptance onto the programme.

1. Applicant

Title..... First Name.....

Surname.....

Will you be under 19 on 1 September 2016? [delete as applicable] Yes / No

Ethnic origin.....

Department.....

Work telephone number

Work email

Job title **and** grade

Date of joining University Time in current post.....

2. Details of training to be undertaken

Course title **AAT – Level 3, Advanced Diploma in Accounting**

Training provider/venue: **Finance Training @ Greenwich House**

Type of attendance and duration...**18.5 full days plus 5 half-days.**

Amount of funding applied for from the Finance Division: **£1,100**

Have you undertaken any other accountancy/bookkeeping study before?.....

If yes, please describe what and when.....

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3. Personal statement by applicant.

Please state why you want to undertake the training, what skills and knowledge you hope to develop and how these can be used in your current role.

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4. Agreement by the applicant

Please read carefully all the information in this section before signing below.

- The training and qualification must be directly relevant to the applicant's current role.
- There must be departmental support for the training.
- Funding is approved only for the course/qualification specified in Section 2 above; the applicant must reapply for funding for any subsequent course/qualification.
- Where funding is granted the budget can pay for course fees and exam registration. The budget cannot cover additional books or materials, travel or other expenses.
- To qualify for funding, the applicant must agree:
 - (a) to attend all necessary sessions and to report any absences to his/her department
 - (b) that the training provider may provide information to the University on his/her attendance and progress – and a summary of progress will be provided to the department signatory named in section 5 below
 - (c) to provide proof of the relevant qualifications and/or past results to support this application if requested by Finance Training.
 - (d) to provide information about yourself to enable the training provider to apply for government funding which may subsidise the tuition fees wholly or in part.
 - (e) to take part in an evaluation process of the training package and complete feedback about the quality of training provision
 - (f) to contact Finance Training as early as possible to discuss any concerns about the course or his/her progress
 - (g) to notify and to refund to the University the whole or part of the funding, as Finance Training may require, if he/she withdraws from a course or resigns from the University's employment within one year of completing the training ("completing" means sitting the final examination, assignment, assessment or portfolio work).**
 - (h) that any such refund under (g) above may be deducted at source by the Payroll Section of the Finance Division on the authority of Finance Training.

I accept the conditions set out above and apply for the fees to be paid for by the University.

Applicant Signature.....

Date.....

To be completed by the line manager or administrator.

5. Supporting statement, please include how this training will benefit the applicant and the department/University.

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6. Agreement by the department or faculty

I recommend that the University should advance the fees as I believe the applicant and the department/faculty will benefit from the training and qualification. In my opinion this course is directly relevant to the applicant's current role. I agree to release the applicant as necessary in order for him/her to attend the course and will monitor their attendance and progress. Additionally, I agree to notify Finance Training immediately if the applicant submits their resignation or transfers to another institution either during the course or within one year of its completion.

Signed.....Position.....
Print name..... Date

Contact email.....

7. Authorisation to invoice for course contribution

Each student/department will be required to **pay £400** towards the cost of the course.

Please indicate below who has agreed to pick up these costs and should be invoiced accordingly.

The Applicant Signature..... Name.....
Date.....

OR

The Department Signature..... Name.....
Date Position.....