



UNIVERSITY OF
CAMBRIDGE

AAT Professional Diploma in Accounting

Level 4

Briefing Pack for University Staff

2019-20



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1. The University AAT Level 4 Programme

1.1. About the AAT Programme

The University's AAT Level 4, Professional Diploma in Accounting programme 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.

1.2. Benefits

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

- High quality teaching from First Intuition
- Impartial support to students and to their line managers from a member of the Finance Division Training team.
- Discounted rates when compared to standard public programmes.

1.3. Overview

A day-release programme provided by a third party provider (First Intuition), running from September 2019 – March 2021 that provides a total of 24 classroom days, and 6 half-days for exams. This is supplemented by at least 6-9 hours of home study per week.

At this level students will study 6 units which are assessed by means of computer based assessments (CBA). The Synoptic assessment will assess content from all of the core units.

Unit title	End of unit assessment		Included in synoptic assessment
Financial Statements of Limited Companies (core)	✓		✓
Management Accounting: Budgeting (core)	✓		✓
Management Accounting: Decision and Control (core)	✓		✓
Synoptic - Accounting Systems and Control	No end of unit assessment		✓
External audit	✓		Not included in synoptic
Cash and Treasury Management	✓		Not included in synoptic

This level consolidates and builds upon the process covered at Level 3. There is more emphasis on analysis. The financial accounting element focuses on published financial statements and the accounting standards, which need to be adhered to when preparing them.

1.4. Grading

Students will be awarded an overall qualification grade (Distinction, Merit, and Pass). Students who do not achieve the qualification will not receive a qualification certificate, and will be shown as unclassified; this is indicated below for illustrative purposes only.

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
Financial Statements of Limited Companies	15%
Management Accounting: Budgeting	15%
Management Accounting: Decision and Control	15%
External Auditing	10%
Cash and Treasury Management	10%
Synoptic Assessment	35%

1.5. Results

For computer-marked assessments, provisional results will be available straight after the assessment. Final results will be confirmed within 10 working days. Results for assessments that are wholly or partially human-marked are delivered within timescales advertised on the AAT website, usually this is 6 weeks.

Students will be advised on what percentage of the marks available they achieved in their assessments which will then be used to calculate their grade for the qualification (Pass, Merit or Distinction).

AAT's feedback service provides a simple summary of students' performance in each assessment. The feedback statement confirms their overall result and includes a breakdown of performance by task. Feedback statements are automatically generated and are designed to help students identify their strengths and any topic areas requiring further study. The student is presented with a short descriptor against each task to describe their performance against the topics assessed in that task. There are five feedback descriptors. Each descriptor provides an indication of how the student has performed in that task, and includes generic advice on how to proceed with their studies or continuing professional development (CPD).

2. The Level 4 Study Units and Timetable

2.1. Study time

In addition to the classroom days, students will be expected to put in at least 6-9 hours a week of course work and background reading. All students must think carefully about prioritising their studies when managing their work/life balance.

Unit Name	Topics	AAT Assessment method	GLH value
Management Accounting: Budgeting	<ul style="list-style-type: none"> Prepare forecasts of income and expenditure Prepare budgets Demonstrate how budgeting can improve organisational performance Report budgetary information to management in a clear and appropriate format 	Unit and Synoptic	60
Management Accounting: Decision and Control	<ul style="list-style-type: none"> Analyse a range of costing techniques to support the management accounting function of an organisation Calculate and use standard costing to improve performance Demonstrate a range of statistical techniques to analyse business information Use appropriate financial and non-financial performance techniques to aid decision making Evaluate a range of cost management techniques to enhance value and aid decision making 	Unit and Synoptic	90
Financial Statements of Limited Companies	<ul style="list-style-type: none"> Demonstrate an understanding of the reporting frameworks and ethical principles that underpin financial reporting Demonstrate an understanding of the key features of a published set of financial statements Draft statutory financial statements for a limited company Draft consolidated financial statements Interpret financial statements using ratio analysis 	Unit and Synoptic	90
Accounting Systems and Controls	<ul style="list-style-type: none"> Demonstrate an understanding of the role and responsibilities of the accounting function within an organisation. Evaluate internal control systems Evaluate an organisation's accounting system and underpinning procedures Analyse recommendations made to improve an organisation's accounting system 	Synoptic	60

Unit Name	Topics	AAT Assessment method	GLH value
External Audit	<ul style="list-style-type: none"> • Understand the essence and objectives of the audit process, and the ethical and professional implications of the regulatory requirements and pronouncements of the professional bodies • Understand the nature and importance of internal controls and identify deficiencies in accounting systems • Be able to contribute to the conduct of all stages of an external audit, including planning, gathering sufficient and appropriate evidence, and concluding and reporting findings in accordance with ISA. 	Unit	60
Cash and Treasury Management	<ul style="list-style-type: none"> • Use statistical techniques and financial information to prepare forecasts of cash receipts and payments • Prepare cash budgets and monitor cash flows within the organisation • Evaluate the principles of cash management within the context of regulation and government monetary policies • Evaluate ways of raising finance in accordance with organisational requirements • Evaluate ways of investing surplus funds within organisational policies 	Unit	60
TOTALS			420

2.2. Level 4 day release timetable for 2019-21

The Level 4 programme will be day release study, 9:30am to 4:30pm over the period September 2019 to March 2021. The tuition will be provided by First Intuition at their premises in the centre of Cambridge.

Please check the dates carefully, the remaining dates will be advised as they are released by First Intuition.

Year	Date	Level 4	Duration	Location
2019	9 Sept	Level 4 Induction with First Intuition	2 hour	<u>Greenwich House</u>
	12 Sept	Management Accounting: Budgeting	1 day	First Intuition
	19 Sept	Management Accounting: Budgeting	1 day	First Intuition
	26 Sept	Management Accounting: Budgeting	1 day	First Intuition
	03 Oct	Management Accounting: Budgeting	1 day	First Intuition
	14 Oct	Management Accounting: Budgeting – Mock due		
	28 Oct	Management Accounting: Budgeting – Exam week		
2020	24 Jan	Financial Statements of Limited Companies	1 day	First Intuition
	31 Jan	Financial Statements of Limited Companies	1 day	First Intuition
	07 Feb	Financial Statements of Limited Companies	1 day	First Intuition
	14 Feb	Financial Statements of Limited Companies	1 day	First Intuition
	21 Feb	Financial Statements of Limited Companies	1 day	First Intuition
	28 Feb	Financial Statements of Limited Companies	1 day	First Intuition
	16 Mar	Financial Statements of Limited Companies – Mock due		
	30 Mar	Financial Statements of Limited Companies – Exam week		
	04 May	Cash and Treasury Management	1 day	First Intuition
	11 May	Cash and Treasury Management	1 day	First Intuition
	18 May	Cash and Treasury Management	1 day	First Intuition
	01 Jun	Cash and Treasury Management – Mock due		
	15 Jun	Cash and Treasury Management – Exam week		
	Nov	Management Accounting: Decision and Control	1 day	First Intuition
	Nov	Management Accounting: Decision and Control	1 day	First Intuition
	Nov	Management Accounting: Decision and Control	1 day	First Intuition
	Nov	Management Accounting: Decision and Control	1 day	First Intuition
	Dec	Management Accounting: Decision and Control – Mock due		
	Dec	Management Accounting: Decision and Control – Exam week		
	Dec	External Audit	1 day	First Intuition
Dec	External Audit	1 day	First Intuition	

Year	Date	Level 4	Duration	Location
	Dec	External Audit	1 day	First Intuition
	Dec	External Audit – Mock due		
	Dec	External Audit – Exam week		
2021	Jan	Synoptic	1 day	First Intuition
	Jan	Synoptic	1 day	First Intuition
	Jan	Synoptic	1 day	First Intuition
	Feb (TBC)	Synoptic – Mock due		
	Feb/Mar (TBC)	Synoptic – Exam week		

There may be the option to attend one evening class in the event that one of day release classes is missed but there is no guarantee that the evening classes will run on the same timetable and so this might not always be possible.

This must be agreed with both First Intuition and Max Smith

2.3. Completing Level 4

As would be expected, this level is more intense than Level 3. More emphasis will be placed on students completing work outside of the classroom. This is particularly important when preparing for the synoptic assessment.

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

In the event of a resit, First Intuition will invoice the student directly for the cost of the exam plus administration fee. The AAT assessment fee is currently £45 but could be subject to change if AAT change the exam cost during the year. Note: The Synoptic assessment has a higher fee of £52.

3. Venues

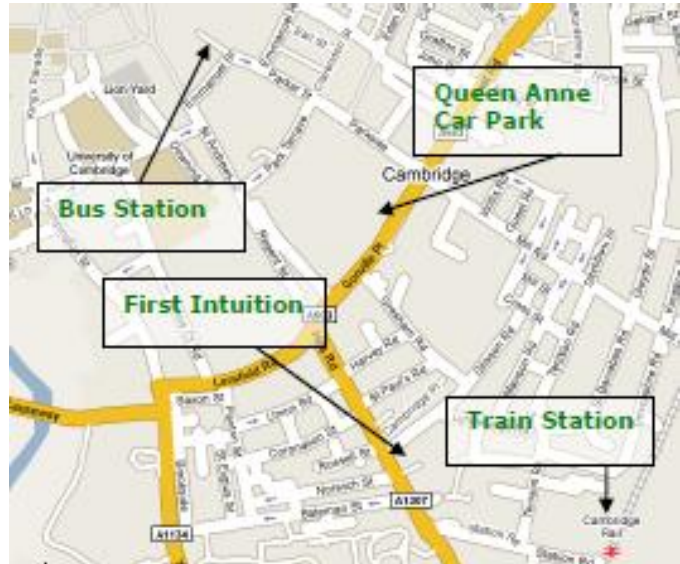
3.1. First Intuition

All teaching and exams will be based at First Intuition

First Intuition
35 Hills Road
Cambridge
CB2 1NT

Email: cambridge@firstintuition.co.uk

Tel 01223 360405
Fax 0560 342 6852



3.2. Getting to First Intuition

By Bus

From the main bus station on Emmanuel Street:

- Walk along Emmanuel Street towards Bay L (which is next to Nat West)
- Turn left and walk to the main road (St Andrews Street, which eventually turns into Regent Street and then Hills Road)
- When you reach Hills Road, you will see First Intuition on your left, by the turning into Glisson Road.

By Train

From Cambridge Railway station:

- Walk out of the main entrance and along to the end of Station Road.
- Turn left onto Hills Road and walk towards the town centre.
- First Intuition can be found on the right hand side, just before the right turn into Glisson Road.

It is approximately a 5 minute walk from the station.

By Car

The nearest car park is the Train Station car park on Station Road. The post code for sat nav. is CB12 2JW.

Another nearby car park is the Queen Anne Car Park on Gonville Place. The post code for sat nav. is CB1 1ND.

Parking on Glisson Road is free on Sundays and evenings after 6pm

By Park and Ride

Use of the Park and Ride car parks is recommended, it is a good service with buses leaving approximately every 10 minutes.

- From the east – Park and Ride from Newmarket Road (A1303) off A14 at the Burwell Junction
- From the west – Park and Ride from Cowley Road off A14 at Cambridge Science Park/A10 junction, or from Madingley Road (A1303) off junction 13 of M11
- From the south – Park and Ride from Trumpington on the A1309 off Junction 11 of M11 or from Madingley Road (A13,03) off Junction 13 of M11

Once at the Emmanuel Street Bus Station follow directions for “By Bus” above.

By Bike

First Intuition’s building has hooks on the side for students to chain bikes to so they can left on site securely.

3.3. Lunchtimes and refreshments

Hot drinks are available for free from a vending machines and cold water is provided at the front of classes. There is a common room students can use during lunch and food and drink is permitted in classrooms. There is a Tesco and Co-Op on the doorstep together with several sandwich shops where food can be purchased at lunch times.

Computers are available in the common room with internet access and a private study room for students is usually available – just contact one of the Tutors.

3.4. Accessibility

For those with mobility issues there is no disabled parking on site but by using your blue badge students can park on the street just outside the centre where it is usually parking metered. If students are in a wheelchair then a ramp can be arranged to overcome the step into the building. The class can be taught on the ground floor where there is a disabled toilet.

As standard class notes are printed on white paper but if students need them in a different colour or size font we can print these if notice is given in advance. Additional requirements for examinations will be co-ordinated with the AAT but again large format and/or different colours can be used.

Please speak to Max Smith on email max.smith@admin.cam.ac.uk or telephone on (7)66598 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 4 programme is to be provided by local training provider First Intuition.

First Intuition was founded in 2007 and has since helped thousands of students to pass their AAT, ACCA, CIMA and ICAEW exams. Key achievements:

- ACCA Platinum learning provider
- CIMA Learning Quality partner
- PQ Magazine College of the Year 2010, 2012 and 2014
- Exceptional pass rates and numerous prizewinners
- LSCA partner for ICAEW blended learning

Your tutors have many years' experience and will be available throughout the course with one-to-one support and be contactable by email outside of classroom hours.

Have a look at First Intuition's web site to find out more about your individual tutors

<http://www.firstintuition.co.uk/study-centres/cambridge.html>

5. Resources

5.1. Study texts

All study material is supplied and will be distributed over the duration of the course as each study module begins. For each module you will receive:

- First Intuition course and lecture notes
- Access to online material and practice questions

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.

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

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 examinations
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) You will need access to a computer with internet access and ideally word processing and spreadsheet software. If this is an issue please contact Max Smith as we may be able assist you with gaining access to computer facilities.
Access to a computer	<i>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]</i>

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 First Intuition and to the Finance Training Team on either 01223 (7)66631 or (7)66627.

6.2. Progress

Progress reports for your department

Your key tutor will write a brief summary of your progress following each unit. This will be based on results of tests, mock assessments 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 Max Smith 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. Max Smith in the Training Team will be on-hand if you wish to discuss any concerns or require additional advice at any time.

Max Smith	max.smith@admin.cam.ac.uk
<i>(Finance Trainer)</i>	01223 (7)66598

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 2019-21 programme, the full cost is £2,700 broken down as below:

Funded by the Finance Division: £1,700

(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 department/individual: £1,000

7.2. AAT membership

New AAT members will also have to pay the admission fee (currently £43)

Application for, and payment of, the student membership of AAT is the responsibility of the student. The current student membership fee is £92

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.

7.3. Student contribution

Where the department is paying the £1000 contribution it will be invoiced via internal trading.

Where the individual is paying the £1000 contribution they will be able to pay by cheque, credit or debit card once enrolment is confirmed.

7.4. 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 and that 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 this amount. Full details are set out at the end of the form.

8. Applying for the University AAT Level 4 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 have completed AAT Level 3 (or equivalent)
- 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.

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 contribution fee (£1000) 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 **Friday 16th August 2018** to:

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

9. Appendices

Appendix A – Unit Overview

Management Accounting: Budgeting

This unit is about the use of budgeting for planning, coordinating and authorising the activities of an organisation and for controlling costs. The unit provides skills and knowledge to improve the performance of an organisation by setting targets, constructing achievable plans and monitoring results.

Students will develop a range of skills within the context of planning and control. These include management accounting, statistical analysis, written communication and variance analysis. The application of standard costing and its links to budgeting is also included, although the topic is covered in detail in the Management Accounting: Decision and Control unit.

Students will also develop their business awareness as part of this unit. In particular, they will gain an elementary understanding of production planning (efficiency, adjusting for changing inventory levels, material control, staff planning, plant scheduling) and aspects of marketing (competition, promotion, product life cycle and so on). In this context, performance measures are used to set targets and monitor performance. These are not high-level financial indicators such as return on net assets, as learned in other units, but detailed measures relevant to specific budgets. As an example, average hourly labour rate would be relevant to the control of a direct labour cost budget.

Budgeting could be described as the art of the possible. Budgets are constructed from forecasts and plans. Forecasts relate to external factors, over which management may have very little influence, while plans relate to the organisation's activities and must be managed.

Management Accounting: Decision and Control

This unit is one of the mandatory Professional level units. It takes students from Advanced level costing principles and prepares them to be valuable members of a management accounting finance team. This unit was formerly known as Financial Performance.

A student who has successfully completed this unit, together with the Professional level unit, Management Accounting: Budgeting, should be a useful member of a management accounting team. Working with little supervision, the student could be expected to liaise with key business unit managers and/or budget holders in order to: prepare a basic budget and/or standard cost budget; create budgetary reports, control reports and standard costing control reports; and prepare key performance indicators and workings to aid management decision making.

This unit teaches students management accounting principles and concepts. Students will understand the nature and importance of different concepts such as cost behaviour, cost analysis, standard costing and contribution theory. They will know when each technique should be used to aid the planning and decision making of an organisation and the subsequent analysis for control purposes.

They will learn the key performance indicators that should be used to aid the performance monitoring of an organisation and the techniques for assessing changes to an organisation (what-if analysis). The student will build a toolbox of techniques, understand the nature of these techniques and know when each technique should be used.

Financial Statements of Limited Companies

This unit is concerned with the drafting, analysis and interpretation of financial statements of limited companies. This builds on the Foundation and Advanced levels, where the emphasis of the financial accounting units is on identifying and recording transactions in accounts and ledgers following the principles of double-entry bookkeeping, and drafting the financial statements of unincorporated organisations from the accounts and records prepared.

On successful completion of this unit, a student could be expected to be able to draft the financial statements of single limited companies and groups of companies with little supervision. A student could also analyse and interpret financial statements of limited companies by means of ratio analysis for the purposes of assisting outside user groups in their decision making, thereby fulfilling a useful role within an accounting team.

The unit provides students with the skills and knowledge for drafting the financial statements of single limited companies and consolidated financial statements for groups of companies. It ensures that students will have a proficient level of knowledge and understanding of international accounting standards, which they will be able to apply when drafting the financial statements, and will have a sound appreciation of the regulatory and conceptual frameworks that underpin the preparation of limited company financial statements.

Finally, the unit will equip students with the tools and techniques that will enable them to analyse and interpret financial statements effectively.

Accounting Systems and Controls (Synoptic)

This unit aims to enable students to demonstrate their understanding of the role of the accounting function in an organisation and the importance of internal controls in minimising the risk of loss. Students will undertake an evaluation of an accounting system to identify weaknesses and assess the impact of those weaknesses on the operation of the organisation.

Students will then make recommendations to address the weaknesses, having regard for the costs and benefits, the sustainability and the impact of those recommendations on users of the accounting system. This unit enables students to consolidate and apply the knowledge and understanding that they have gained from the mandatory Professional level units of Financial Statements of Limited Companies, Management Accounting: Budgeting and Management Accounting: Decision and Control to the analysis of an accounting system.

When organisations have a planned change in policy, there will be a transition period, which will present its own challenges. Students need to be able to review a planned change in policy, identify potential problem areas while one system is being changed to another, and make suitable recommendations to ensure that the integrity of the accounting system is maintained.

The accounting system affects all areas of an organisation and should be capable of producing information to assist management with decision making, monitoring and control, as well as producing financial information to meet statutory obligations. In this unit, students will demonstrate their analytical and problem-solving skills, exercising judgement to make informed

External Auditing

This unit is about external audits of financial statements. These audits are undertaken in accordance with International Standards on Auditing (ISA) to provide assurance to the intended users regarding the credibility of the information contained within the financial statements.

The unit is designed to equip students with the knowledge and skills required to undertake an external audit under supervision. It is directed at students who wish to pursue a career in an accountancy firm that undertakes external audits. However, the coverage of accounting systems, internal controls and the control environment will provide those students wishing to pursue a career in finance or internal audit in any organisation with a strong foundation in governance procedures.

Cash and Treasury Management

This unit covers the skills and knowledge that students need in order to be able to identify the movements of cash within the business and make informed decisions on the best course of action to maximise the wealth of the business.

This unit provides a link to the importance of cash management to a business. It is generally accepted that a large number of organisations fail not through a lack of generated sales orders but through an inability to make sound financial decisions in controlling cash and working capital, and making informed decisions in investing surplus funds or raising cash when need dictates. Those organisations that manage their cash resources effectively have a lower risk of failure than those where these controls show signs of a severe lack of robustness and scrutiny on critical decisions that ensure the buoyancy of cash within the business.

Accounting technicians may be required to provide management with information that will aid them in making informed executive decisions to control spending, raise finance if and when needed, invest surplus funds and maximise the return on those funds in accordance with risk management. Students will learn to be able to identify non-cash items in the financial information provided and eliminate these using techniques that will monitor the flow of cash into and out of the business.

This unit will provide students not only with an understanding of the theoretical principles of effective cash management but also with the practical skills needed to identify the various options available and to make informed decisions on the most viable course of action.

Appendix B – Application for Funding from the Finance Training AAT Budget 2019-21



Please return the completed form to:

George Broadhurst, 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.....

Department.....

Work telephone numberWork email

Job title and grade

Date of joining UniversityTime in current post.....

2. Details of training to be undertaken

Course title **AAT – Level 4, Diploma in Accounting**

Training provider/venue: **First Intuition – Hills Road**

Type of attendance and duration **24 full days plus 6 half-days**

Amount of funding applied for from the Finance Division: **£1,700**

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

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

.....

.....

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.
- Please see Appendix C for our Data Privacy Policy that details of how we collate, store and use your personal information.

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

Applicant Signature Date.....

Appendix C – Data privacy policy

Introduction

This policy explains what personal information we gather from you when you register on one of the University's AAT programmes. The information published here applies to the use of your personal information (also known as 'personal data' as defined by the GDPR Act 2018) by the University of Cambridge.

Legal basis and purpose

We use your personal information in order to deliver our contractual obligations to you as a user of our service. Information is gathered from and collected from a variety of sources for this purpose.

Specific personal information collected and its purpose

The University Training Booking System (UTBS) holds records of each person booking or registering an interest in any of the courses run or organised by the Finance Division. This system includes a database whose data originates from web forms, and is entered by course participants, trainers and administrators. We use this information to:

- Manage your booking on UTBS, to record who is registered for each course/session for administrative purposes: to ensure that each course is not overbooked, to send out course reminders, etc.
- To update information, e.g. where a booking is cancelled, to record attendance, or to correct erroneous data.
- To produce paper attendance lists for participants to check in on arrival at a course. In such cases some data is disclosed to other course participants.
- To produce statistical reports for management purposes, such as part of the Annual Report to the Information Systems Strategy Group. Such statistics do not include personal data, but require personal data to be held, e.g. to determine the number of different course participants during one year.
- To provide training history records for course participants, trainers and administrators.

Within the AAT Briefing Pack the initial paper application form gathers your name, title, institution, role, grade, how long you have been employed by the University as well as a work email address, contact number for yourself and your line manager.

- To process your application, check your eligibility for the programme and to assist in the prioritisation of applications in the event of the programme being oversubscribed.
- To contact yourself and your line manager regarding your booking, subsequent studies, progress and attendance.

Once accepted onto the programme the paper induction form captures additional information that includes your emergency contact details, any special requirements, ethnicity and highest educational qualification. We use this information to:

Make adaptations to the course, authorise where appropriate additional examination requirements and ensure accessibility.

- To contact yourself in an emergency or if a session is cancelled at short notice
- To provide anonymised reports for equal opportunity monitoring.

All programme participants are enrolled on Moodle (the University's Virtual Learning Environment) in addition to your name and email address you may optionally upload a personal photograph if you wish. We use this information to

- To receive, mark and provide feedback on homework submitted.
- To allow you to book tutorial and examination slots
- For us to share teaching resources, information about the course and opportunities for secondments and jobs within the University that might be of interest to you.

Who will process my personal information?

This information will be processed by the Finance Training Team. Paper copies of the application and induction forms will initially be stored in a locked cupboard, before being scanned and copies uploaded to SharePoint, a document management system. Once scanned, these forms will be securely shredded. Summaries of course participants, progress reports and examination results are also stored on SharePoint.

All SharePoint records are stored within specified folders and access is password protected with permissions to these folders restricted to a discrete list of named personnel within the Finance Training Team.

Access to the administrative part of the University Training Booking System, SharePoint and Moodle is restricted to appropriate staff of the University.

We may share your personal data

Class lists will be shared with the building reception staff and the remainder of the Finance training Team including any additional tutors. We may be required to share elements of your personal data with the AAT as part of their External Verification programme although sensitive personal data will be anonymised and summarised.

We will hold your data for

The data for staff will be held until the completion of the programme plus six years. If it becomes apparent that inaccurate information is held, this data can be corrected by emailing finance.training@admin.cam.ac.uk.

Further information

For more information about how we handle your personal information, and your rights under data protection legislation, please see

<https://www.information-compliance.admin.cam.ac.uk/dataprotection/general-data>