



AAT

Student Guide

Contents

Edinburgh College – Sighthill Campus Contacts	1
Introduction	2
Registration with the AAT	3
Enrolling at the College	5
Structure of the Qualification	5
Entry Level	6
Academic Support.....	7
Delivery of the Qualification	8
Assessment and Appeals	9
The E Portfolio	10
Funding	11
Progression	12
Fees To The AAT 2013/2014	13
Fees To Edinburgh College.....	14
AAT College Costs 2013/2014	15
AAT College Costs 2013/2014	16
AAT College Costs 2013/2014	17
AAT Level 2 / SCQF Level 5 Certificate	18
AAT Level 3 / SCQF Level 6 Diploma.....	19
AAT Level 4 SCQF Level 8 Diploma.....	20
AAT Level 2 / SCQF Level 5 Certificate	21
AAT Level 3 / SCQF Level 6 Diploma.....	22
AAT Level 4 / SCQF Level 8 Diploma.....	23

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2. Introduction

This guide is designed to cover important aspects of the AAT Course specifically relating to your programme at Edinburgh College – Sighthill Campus. It should be read in conjunction with the official AAT Guide containing general information which will be referred to as necessary.

There is much administrative information involved with your course and you should retain this document for ongoing reference.

3. Registration With The AAT

You must register as a student with the AAT before taking any assessments. **It is your responsibility to complete the registration.** The easiest way on doing this is online at www.aat.org.uk.

If you have already registered then you must continue to pay your membership fee as appropriate whilst you are a student here – you cannot sit exams if your fees are not up to date.

You will then create a MyAAT account online which you will use for AAT administrative issues.

The Edinburgh College- Sighthill Campus centre code is **AH0032**.

Ensure that you commence your studies at the appropriate level. Take further advice if you remain uncertain. You can contact us or AAT if necessary. You may also like to look at the Skill Check test on the AAT website.

4. Enrolling At Edinburgh College

There will be an induction day (the date given in your letter offering you a place) at which college documentation will be completed. **You should bring with you means of payment or a letter on company headed paper from your employer stating that they are willing to be invoiced for the appropriate sum.** Should you miss the induction day then alternative arrangements will be made.

5. Structure of the Qualification

The AAT scheme has been restructured for 2013/14. There are still three levels comparable in technical content to what has been delivered previously.

- Level 2 Certificate in Accounting (SCQF Level 5 Certificate in Accounting in Scotland).
- Level 3 Diploma in Accounting (SCQF Level 6 Diploma in Accounting in Scotland)
- Level 4 Diploma in Accounting (SCQF Level 8 Diploma in Accounting in Scotland).

The AAT guide identifies the units of competence which must be achieved at each level. These are also identified later in this document.

6. Entry Level

The AAT guide contains requirements for membership and examples of exemptions from stages for appropriate qualifications.

There is no prior knowledge assumed for Level 5.

If you believe that your previous experience and /or qualifications would make it appropriate then you can enter directly at Level 6. The relevant knowledge is indicated by guideline previous qualifications such as Grade A-C Higher Accounts or two others Highers at Grade A-C.

You can now also enter at Level 8 if we agree that it is possible. You may have a Degree in Accounting or an HNC/D.

Specific exemptions are now available for those holding HNC/D in Accounting. Ask for details.

These are only examples and further advice may be required.

7. Academic Support

Your tutors will organise suitable schedules **but you are responsible for keeping in touch and up to date with your work.**

The course fee entitles you to one year's academic support and this cannot be extended under normal circumstances as staff are timetabled for specific periods and some are contracted for individual units.

The course fee also covers one attempt at each of the assessments, any resits will have to be funded by you separately.

8. Delivery of the Qualification

The tutor for each unit will use recommended texts. At an appropriate time the tutor will arrange to set mock Computer Based Tests. These will be followed by the actual CBT with results available immediately and updated to the student's AAT record at Level 5 and 6.

Level 8 results will be available within six weeks of sitting.

The textbooks that will be used for the course can be bought directly from Osborne Books. The books may be ordered from them via their website – **www.osbornebooks.co.uk**.

The following link will take you directly to the relevant AAT page:
www.osbornebooks.co.uk/aat_accounting_qcf1

The tutorial texts will be used in class and for open learning and in addition you may wish to buy the workbook. You will be given additional material by your subject tutors so it's not essential that you purchase the workbook.

You may wish to spread out the purchase of your books based on the plan of delivery of the units for your level of study. Please be aware that the plan of delivery is for guidance only and may change at short notice. If you choose to order your textbooks in one go then you will pay only one delivery charge.

Please make sure that you order the correct texts for the level of study and that you order the correct texts for the Taxation subjects relating to the Finance Act that you will be studying. Your tutor can advise.

9. Assessment and Appeals

Overall work and assessment schedules for the year are contained in this guide. You will have a tutor for each individual unit who will give you a specific unit plan.

As stated assessment will generally be by CBT. The approximate times for these exams are listed in the following pages. Exact times will be provided in due course according to class progress. There may be some availability for resits in June and resits will then be held on the last Friday afternoon of each month from August onwards. There will be no further college admin fee for sitting these but the AAT's exam fee will be payable .

You have a right of appeal against assessment decisions made by the college or the AAT.

The result of any CBT can be appealed. Please ask for a form should you wish to do this. There is a fee and you will also be provided with a review of your script indicating areas of strength and weakness.

The college's appeals process is outlined in the college student guide a copy of which will be given at induction.

A final appeal can also be made to the SQA.

The SQA has its own appeals policy and procedure for appealing against the results of internal and external assessments.

Following the notification of recommended results, you may write to the Assistant Principal with responsibility for Quality lodging an appeal and specifying any mitigating factors which you feel should be known. The appeal must be lodged **within 7 working days** of the notification of the results.

Appeals Board

The Assistant Principal Learning & Teaching will determine whether the student has grounds for appeal. If he/she does, the Assistant Principal Learning & Teaching will arrange for the appeal to be heard **within 10 College days** of receipt of the appeal, by an Appeals Board comprising:

- the Assistant Principal Learning & Teaching (Chair)
- two Senior Managers
- Head of Quality and Administration

None of these members will have been a member of the Course Team against whose decision the student is appealing.

A student making an appeal will have the right to put the case personally and may choose to be accompanied by any office bearer of the Students' Union.

The appeal decision will be communicated to candidates **within 10 College Days** of the hearing.

Grounds for Appeal

The only grounds for appeal will be:

- personal circumstances not known to the Course Team

or

- irregularities in assessment procedures which may have affected the student's results in a serious way.

10. The E Portfolio

All results for your assessed work will be recorded in Learnplus the AAT's online portfolio. The operation of this will be explained as the course progresses.

You can track your progress using LearnPlus and the other areas of the AAT website. Your exam results are notified to you through the website so it's worth while making use of all of the support available.

11. Funding

Fees are normally paid either by the individual student or by their employer. ILA £200 funding should be available for the first two levels. Contact ILA Scotland on 0808 100 1090 to activate your account before the start date of the course. The final level should qualify for a Part Time Fee Grant of £500 . Information for this is at http://www.saas.gov.uk/part_time/index.htm

12. Progression

The AAT qualification gives you an excellent grounding to progress to a full professional qualification with one of the sponsoring bodies identified in the AAT guide. They will all generally give appropriate exemptions.

We usually ask some representatives from other Accountancy awarding bodies to come in and chat to you about your options beyond AAT. This is usually arranged for the normal class time and usually when you get to Level 8 studies.

13. Fees to the AAT 2013/2014

From 1 Sept 2013

AAT Admission	£39	Student Pays Direct to AAT
Student Membership	£84	Student Pays Direct to AAT
CBT's		Paid Within College Fee - Resits Payable
Level 5 x5	£35 each	
Level 6 x6	£38 each	
Level 8 x6	£40 each	

14. Fees to Edinburgh College

Details of fees relevant to the appropriate stage of the scheme are listed within this guide.

15. AAT College Costs 2013/2014

Day Release

Level 2 / SCQF Level 5 Certificate £

College Tuition Fee 910

To Include:

All tuition and tutor support
First CBT cost for each unit

16. AAT College Costs 2013/2014

Day Release

Level 3 / SCQF Level 6 Diploma £

College tuition fee 910

To include:

All tuition and tutor support
First CBT cost for each unit

17. AAT College Costs 2013/2014

Day Release

Level 4 SCQF Level 8 Diploma £

College tuition fee 910

To include:

All tuition and tutor support
First CBT cost for each unit

18. AAT LEVEL 2 / SCQF Level 5 Certificate

Work Schedule 2013/2014

<u>Unit</u>	<u>Semester1</u>	<u>Semester2</u>
Processing Bookkeeping Transactions	x	
Control Accounts, Journals and the Banking Systems		x
Basic Costing	x	
Work effectively in Accounting And Finance		x
Computerised Accounting	x	

19. AAT LEVEL 3 / SCQF Level 6 Diploma

Work Schedule 2013/2014

<u>Unit</u>	<u>Semester1</u>	<u>Semester2</u>
Accounts Preparation	x	
Prepare Final Accounts for Sole Traders and Partnerships		x
Costs and Revenues	x	x
Indirect Tax		x
Spreadsheet Software	x	
Professional Ethics		x

20. AAT Level 4 SCQF Level 8 Diploma

Work Schedule 2013/2014

<u>Unit</u>	<u>Semester1</u>	<u>Semester2</u>
Financial Statements	x	x
Budgeting	x	
Financial Performance	x	
Internal Control and Accounting Systems	x	
Personal Tax		x
Cash Management	x	

21. AAT Level 2 / SCQF Level 5 Certificate

Assessment Schedule 2013/2014

<u>Date</u>	<u>Unit</u>	<u>Assessment</u>
Jan 2014	Processing Bookkeeping Transactions	CBT
Jun 2014	Control Accounts, Journals and the Banking Systems	CBT
Jan 2014	Basic Costing	CBT
Jun 2014	Computerised Accounting	CBP
Mar 2014	Working Effectively in Accounting and Finance	CBT

22. AAT Level 3 / SCQF Level 6 Diploma

Assessment Schedule 2013/2014

<u>Date</u>	<u>Unit</u>	<u>Assessment</u>
Jan 2014	Accounts Preparation	CBT
Jun 2014	Prepare Final Accounts for Sole Traders and Partnerships	CBT
Jun 2014	Costs and Revenues	CBT
Apr 2014	Indirect Tax	CBT
Jun 2014	Professional Ethics	CBP
Jan 2014	Spreadsheets Software	CBP

23. AAT Level 4 / SCQF Level 8 Diploma

Assessment Schedule 2013/2014

<u>Date</u>	<u>Unit</u>	<u>Assessment</u>
Nov 2013	Cash Management	CBT
Jan 2014	Budgeting	CBT
Jan 2014	Internal Controls and Accounting Systems	CBP
June 2014	Financial Performance	CBT
June 2014	Financial Statements	CBT
June 2014	Personal Tax	CBT