

AAT Advanced Diploma in Accounting (Level 3)

This course is for those who wish to build on their knowledge and skills in bookkeeping and learn about more complex accounting techniques. This is an ideal follow-on course from a Level 2 AAT qualification, or for students who have previously studied Accounting at A-Level. The course is offered on daytimes and evenings, which makes it a great option for flexible study.

Quick Information

Qualification:	Advanced Diploma in Accounting - Level 3
Date:	On Application
Assessment:	Exams
Level:	3
Area:	Business Services & Enterprise
Course Code:	CPAATAD3

About the Course

This course is for those who wish to build on their knowledge and skills in bookkeeping and learn about more complex accounting techniques.

The course covers a range of accounting practices and techniques, such as maintaining cost accounting records and the preparation of reports and returns.

When will I be in college?

This qualification is offered on various different days and times and you will select the most appropriate study day when you apply*.

Typically, these are:

- Tuesday (5-9pm) and Thursday (5-9pm). Please note that students must attend both evening sessions each week.

OR

- Wednesday (9am - 5pm)

**Please note that days/times may be subject to change and will not be confirmed until you enrol.*

Key Units

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accounting
- Spreadsheets for Accounting

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Please visit www.sheffcol.ac.uk for more information and details on how to apply.

Entry Requirements

- AAT Level 2 Certificate in Accounting or A Level Accounting
- A minimum of A* - C grades in GCSE English and Mathematics (or Level 2 Literacy and Numeracy)

Assessment

Exams

Where does this Lead

[AAT \(Association of Accounting Technicians\)](#) qualifications open up huge opportunities nationally and internationally. The qualifications are recognised throughout the finance world: from small local enterprises to the biggest multinationals, there is a demand for qualified accounting staff. You can climb the finance ladder by gaining further AAT qualifications at Level 4.

At over 30 UK universities, AAT qualifications from Level 3 upwards provide exemptions on accounting and finance related degrees. All the UK chartered and certified accountancy bodies recognise the AAT accounting qualification and offer AAT members exemptions.

Future Opportunities

Tell Me More

Expertise

The Sheffield College prides itself on teaching expertise, particularly with regards to AAT qualifications. In 2015 we were named best Medium Training Provider of the Year by AAT.

Enrolment Opportunities

If you are interested in starting this course with us for the 208/19 academic year you can enroll at one of the following sessions taking place at City Campus:

- Wednesday 11th July, 3.30pm - 6.30pm
- Thursday 26th July, 10am - 2pm (AAT drop in session)
- Tuesday 7th August, 10am - 2pm (AAT drop in session)
- Thursday 23rd August, 10am - 2pm (AAT drop in session)
- Tuesday 4th September, 4pm - 7pm

If you wish to enroll on the day, please bring the following documentation with you:

- Evidence of your highest level qualification (e.g. transcription or exam certificates)
- Means of payment or evidence from your employer stating their intention to pay your course fees (if your

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employer will be covering the cost of your tuition)

Members of our Finance Team will be on hand on the day to provide further advice around paying for course fees and acquiring funding/student loans.

Extra Costs

In addition to course fees you will have to pay [AAT membership renewal](#) of approximately £90 directly to AAT, and you will be expected to buy course books (one per unit) totalling approximately £80. Your tutor will advise you of the cheapest places to buy these at the start of the course. Limited textbooks are available in the college LRC for short term loans.

Students should also be aware that they are responsible for covering the cost of any exam resits (approximately £60).