



**AAT APPLICATION FOR MEMBERSHIP**

**1.**

**Personal information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Gender: |  | Date of Birth: |  |
| First: |  |
| Surname: |  | Maiden name (if married): |  |
| Address: |  |
| Postcode: |  |
| Home Tel: |  | Mobile: |  | Country: |  |
| Email |  |
| Is English your first language? |  |

**2.**

**Course Details**

|  |  |
| --- | --- |
| Level |  |
| Award/Certificate/Diploma |  |
| Training Provider | **DLC Training**  |
| AAT Payment Code |  |

**3.**

**Declaration**

I agree to become a member of the Association of Accounting Technicans and abide by any rules and regulations which may be applicable to its members from time to time.

Signed: Dated:

# AAT Access Award in Bookkeeping – Level 1

**Award -** Learners need to complete the unit listed and take one assessments.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **AAT****Code** | **Guided****Hours** | **Assessment****Type** |
| Access Award in Bookkeeping | - | 45 | CBT |
|  | 45 |  |

# AAT Access Award in Accounting Software – Level 1

**Award -** Learners need to complete the unit listed and take one assessments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided****Hours** | **Credits** | **Assessment****Type** |
| Access Award in Accounting Software | - | 45 | - | CBT |
|  | 45 | - |  |

# AAT Access Award in Business Skills – Level 1

**Award -** Learners need to complete the unit listed and take one assessments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided****Hours** | **Credits** | **Assessment****Type** |
| Access Award in Bookkeeping | - | 45 | - | CBT |
|  | 45 | - |  |

# AAT Foundation Certificate in Bookkeeping – Level 2

**Certificate -** Learners need to complete the units listed and take two assessments.

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| --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided****Hours** | **Credits** | **Assessment****Type** |
| Bookkeeping Transactions | BTRN | 60 | - | CBT |
| Bookkeeping Controls | BKCL | 45 | - | CBT |
|  | 105 | - |  |

# AAT Advanced Certificate in Bookkeeping – Level 3

**Certificate -** Learners need to complete the units listed and take four assessments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided Hours** | **Credits** | **Assessment Type** |
| Advanced Bookkeeping | AVBK | 90 | - | CBT |
| Final Accounts Preparation | FAPR | 60 | - | CBT |
| Indirect Tax | IDRX | 60 | - | CBT |
|  | 210 | - |  |

CBT = Computer Based Test (exam) CBP = Computer Based Project

# AAT Foundation Certificate in Accounting – Level 2

**Certificate -** Learners need to complete the units listed and take four assessments and the final synoptic assessment. The Work Effectively in Finance unit has no assessment and will be assessed in the final synoptic assessment.

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| --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided****Hours** | **Credits** | **Assessment****Type** |
| Bookkeeping Transactions | BTRN | 60 | - | CBT |
| Bookkeeping Controls | BKCL | 45 | - | CBT |
| Elements of Costing | ELCO | 45 | - | CBT |
| Work Effectively in Finance | WEFN | 45 | - | - |
| Using Accounting Software | UACS | 45 | - | CBT |
| Foundation Synoptic Assessment | FYSA | - | - | CBT |
|  | 240 | - |  |

# AAT Foundation Diploma in Accounting and Business – Level 2

**Diploma -** Learners need to complete the units listed and take seven assessments and the final synoptic assessment. The Work Effectively in Finance unit has no assessment and will be assessed in the final synoptic assessment. The content of the Using Accounting Software unit is not assessed in the final synoptic assessment.

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| --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided Hours** | **Credits** | **Assessment Type** |
| Bookkeeping Transactions | BTRN | 60 | - | CBT |
| Bookkeeping Controls | BKCL | 45 | - | CBT |
| Elements of Costing | ELCO | 45 | - | CBT |
| Work Effectively in Finance | WEFN | 45 | - | - |
| Using Accounting Software | UACS | 45 | - | CBT |
| Foundation Synoptic Assessment | FYSA | - | - | CBT |
| Business Communications and Personal Skills | BCPS | 15 | - | CBT |
| Developing Lifelong Learning Skills | DELS | 15 | - |
| Introduction to Business and Company Law | IBLW | 30 | - | CBT |
| Introduction to Payroll | INPY | 30 | - | CBT |
|  | 330 | - |  |

# AAT Advanced Diploma in Accounting – Level 3

**Diploma -** Learners need to complete the units listed and take four assessments and the final synoptic assessment. The Ethics for Accountants and Spreadsheets for Accounting units have no assessment and will be assessed in the final synoptic assessment.

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|  | **AAT****Code** | **Guided Hours** | **Credits** | **Assessment Type** |
| Advanced Bookkeeping | AVBK | 90 | - | CBT |
| Final Accounts Preparation | FAPR | 60 | - | CBT |
| Management Accounting : Costing | MMAC | 80 | - | CBT |
| Indirect Tax | IDRX | 60 | - | CBT |
| Ethics for Accountants | ETFA | 50 | - | - |
| Spreadsheets for Accounting | SPSH | 50 | - | - |
| Advanced Diploma Synoptic Assessment | AVSY | - | - | CBT |
|  | 390 | - |  |

# AAT Professional Diploma in Accounting – Level 4

**Diploma -** Learners need to complete the four mandatory units listed and two optional units from the choice of four available. In all, they will take five assessments and the final synoptic assessment. The Accounting Systems and Control unit has no assessment and will be assessed in the final synoptic assessment. The content of the optional units is not assessed within the final synoptic assessment.

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| --- | --- | --- | --- | --- | --- |
|  | **AAT****Code** | **Guided Hours** | **Credits** | **Assessment Type** | **Your Choice** |
| **Mandatory Units** |  |  |  |  |  |
| Financial Statements of Limited Companies | FSLC | 90 | - | CBT |  |
| Management Accounting : Budgeting | MABU | 60 | - | CBT |  |
| Management Accounting : Decision and Control | MDCL | 90 | - | CBT |  |
| Accounting Systems and Control | ASYC | 60 | - | CBT |  |
| Professional Diploma Synoptic Assessment | PDSY | - | - |  |  |
| Total for Mandatory Units |  | 300 | - |  |  |
| **Optional Units (2 from 4)** |  |  |  |  |  |
| Business Tax | BSTX | 60 | - | CBT |  |
| Personal Tax | PLTX | 60 | - | CBT |  |
| Credit Management | CDMT | 60 | - | CBT |  |
| Cash and Treasury Management | CTRM | 60 | - | CBT |  |
| External Auditing |  | 60 | - | CBT |  |
| Total for Optional Units |  | 120 | - |  |  |

CBT = Computer Based Test (exam) CBP = Computer Based Project