



Information Pack

Association of Accounting Technicians



01469 515444



info@premiertraining.co.uk





You are in safe hands knowing that you will be studying with one of the largest multi award winning training providers in the UK for the AAT qualification. You can tick off everything on your check list of learning requirements with Premier Training:

- ✓ Instant access to a support network with the personal touch
- ✓ Award winning e-learning programme
- ✓ Study at your own pace
- ✓ Fast track your studies Skills based tutor marked assignments
- ✓ Competitive course fees
- ✓ Flexible payment plan with interest free instalments
- ✓ Consistently high pass rates

It's all about you! We exist to serve the needs of our students – everything we do is driven by the simple philosophy that the student comes first. We encourage student – tutor interaction so that you never feel uncomfortable calling your tutor or course advisor for support which helps keep you motivated and inspired.

Need help? Don't worry, you have access to an excellent support network of committed tutors and course advisors, selected for their wealth of knowledge and experience in the industry.



We are so confident you will not find better support, training or study resources that we guarantee if you find another training provider that offers the same we will match their price!

We promise to tutor you until you pass!
(Please see our terms & conditions for more information)



What is the AAT?



AAT qualifications are universally respected and internationally recognised. Organisations hire AAT qualified members for their knowledge, skills, diligence and enthusiasm, because AAT represents the highest standards of professionalism. In short, an AAT qualification is a route to some of the most in-demand skills in the world, and provides our students and members with a professional status to be proud of.

The AAT is sponsored by the chartered accounting bodies CIPFA, ICAEW, CIMA and ICAS.



Get the practical accountancy skills employers want with an AAT distance learning qualification, you don't need previous qualifications or experience to study AAT courses. You can work at a pace that fits in with your lifestyle. Whether you're looking for your first job in accountancy, work self-employed, or simply want to enhance your existing accounting skills, home study / distance learning AAT online courses will give you the skills you need.

AAT training offers you a route into chartered accountancy, if you choose to further your studies with one of the leading chartered professional bodies, such as ACCA, CIPFA or CIMA, your AAT qualification will give you generous exemptions.





“The range of shortlisted entries, from FE, private, Distance Learning and International providers shows just how good the entries for this category were. It’s fair to say all those shortlisted deserved to win, but there could only be one winner.

Their application was outstanding, demonstrating a commitment to Cloud accounting, with all their staff achieving Xero Adviser certification status, and the line ‘We must ensure that our students of today are properly prepared to be 21st Century accountants,’ helped to nudge them into first place.

The winner of Large Training Provider of the year goes to: Premier Training” - Vernon Anderson, AAT President

We have also received the AAT and PQ awards for our e-learning as recognition that our study resources are the best in the industry. Our “My Premier Training Account” (MyPTA) is an online personal account for students to access all their study resources at their fingertips.



A stack of several books with various colored spines (white, red, yellow, blue, purple, orange) is placed on a wooden desk. A silver laptop is open to the right of the books. The background is a blurred bookshelf filled with books.

We have an
impressive
96% pass
rate!

Which Level Should I Start at?

It will depend on the qualifications and / or work experience you have already gained.

If you have good numeracy skills and existing business / administrative knowledge you will be able to join the course directly at the Foundation Certificate Level.

If you also have work experience or qualifications within manual bookkeeping and basic costing there may be an option to start at the Advanced Diploma in Accounting Level.

To assess which level you can start at, you will be required to either provide current (qualification that are completed within the last three years) and relevant qualifications. You can email them to info@premiertraining.co.uk and our assessors will advise if you are eligible for any exemptions.

If you have bookkeeping/accounting work experience you will be required to complete a short online initial assessment that on completion is marked by an assessor. We will then contact you with the results and help you to make an informed decision.

If you would like to complete the assessment:

[Click Here](#)



AAT Access Award in Bookkeeping

AAT Access Award in Bookkeeping is a flexible home study qualification launched in January 2018 which can be studied via distance learning or by self - studying.

Access qualifications are an entry point for students who need to develop their finance or business skills. These qualifications are designed to give students the introductory knowledge and confidence to take on a higher level AAT qualification and to progress in their lives and careers.

Students should choose to study the AAT Access Award in Bookkeeping if they wish to develop an understanding of the basics of manual bookkeeping. Students completing this qualification may wish to pursue careers in finance or business in either the private or public sectors. This qualification compliments the other qualifications in the suite of AAT Access qualifications and may be combined with the AAT Access Award in Accounting Software to give a strong foundation for further study with AAT in either accountancy or bookkeeping.

No prior knowledge is required and the course can be completed in as little as 6 weeks depending on your study time.

The qualification covers a range of skills and the relevant supporting knowledge in one mandatory unit:

Access Award in Bookkeeping

Whilst completing this qualification you will develop an understanding of the role of the bookkeeper, including the need for confidentiality and accuracy in your work.

You will learn underpinning theory including how to identify assets, liabilities, income and expenses; how to identify profit and loss; and the differences between trading for cash and trading on credit.

You will also develop the skills to process customer and supplier transactions, to enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation.

You will be introduced to the dual effect of transactions. This is a fundamental underpinning concept for double-entry bookkeeping and will support students who go on to study bookkeeping at Foundation level.

The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a:

- trainee bookkeeper
- accounts administrator
- billing/payments administrator/coordinator
- accounts junior
- accounts receivable/payable assistant
- procurement and finance assistant
- assistant cashier



AAT Foundation Certificate in Bookkeeping

The AAT Foundation Certificate in Bookkeeping is a short qualification to help students develop essential bookkeeping skills. Once completed, they will have developed an understanding of basic accounting practices and techniques including double-entry bookkeeping.

Depending on your abilities, previous work experience and qualifications and your work and family commitments it can take 2 to 3 months to complete this course. After completion of this course if you have evidence of prior learning or work experience which proves certain skills and knowledge in computerised accounting and basic costing, students may even be able to progress straight to the AAT Level 3 Diploma in Accounting QCF.

AAT Foundation Certificate in Bookkeeping Units	Exam
Bookkeeping Transactions	CBT
Bookkeeping Controls	CBT

AAT Foundation Award in Accounting Software

The Foundation Award in Computerised Accounting is a short qualification with one unit. Developed as a stand-alone nationally recognised qualification, the Award in Accounting Software is perfect for those who need to get to grips with computerised accounting software and enhance their current knowledge, allowing them to use such software in the work environment. This single unit qualification is available at Foundation on the QCF.

The software you will be working on is Sage Business Cloud Accounting. With cloud-based software becoming even more popular in the world of business this course is ideal to gain the necessary skills needed to enter data accurately and efficiently.

Many employers are switching to cloud software so this course will make you an asset to current and future employers.

The course materials have been produced to take you through the software step by step. You will have practice assessments to work through so when you enter for the exam you will have the confidence to succeed.



AAT Advanced Certificate in Bookkeeping

The purpose of the AAT Advanced Certificate in Bookkeeping is to ensure that students have the advanced bookkeeping skills necessary to work in a bookkeeping role or to progress to higher level accountancy. Students will gain the knowledge and skills needed to carry out advanced bookkeeping transactions and tasks in three mandatory units (210 guided learning hours).

The qualification is composed of three mandatory units assessed in three end-of-unit assessments:

- Advanced Bookkeeping
- Final Accounts Preparation
- Indirect Tax

The skills developed in the AAT Advanced Certificate in Bookkeeping can lead to employment as:

- a professional bookkeeper
- a senior bookkeeper an accounts manager
- a ledger manager

Once you have completed the AAT Advanced Certificate in Bookkeeping, you can apply for [AAT Licensed Bookkeeper status](#)

To demonstrate your bookkeeping skills and expertise to colleagues, employers and clients as an AAT Bookkeeper you can use the letter AATQB after your name. Please visit the AAT website for further information and fees that will apply: [Click Here](#)



AAT Foundation Certificate in Accounting (Level 2)

A student completing this qualification will develop skills in double-entry bookkeeping and will understand how to use journals, control accounts and a trial balance.

Students will also learn how to use an accounting software package, how to process financial information in accordance with company procedures and schedules, and how to provide information to colleagues, suppliers and / or customers as required.

The finance, accountancy, business and communications skills developed in the AAT Foundation Certificate in Accounting can lead to employment as:

- an accounts administrator
- an accounts assistant
- an accounts payable clerk

Assessments

Four units are assessed individually in end-of-unit assessments, but this qualification also includes a synoptic assessment, sat towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification (see the assessments section):

Unit	Assessment
Bookkeeping Transactions	end of unit assessment and also assessed within the synoptic assessment
Bookkeeping Controls	end of unit assessment and also assessed within the synoptic assessment
Elements of Costing	end of unit assessment and also assessed within the synoptic assessment
Using Accounting Software	end of unit assessment (not assessed within the synoptic assessment)
Work Effectively in Finance	only assessed within the synoptic assessment

The Foundation Certificate synoptic assessments will be available mostly on demand, but with certain restrictions at periods set and communicated by AAT. [Click here to see when they are available](#)

While it may be tempting to book all your assessments together after only a few weeks of study, this is a recipe for disaster. Apart from the synoptic assessments, there are no restrictions on when you can take your assessments; you can do one (or at most two) at a time.



AAT Advanced Diploma in Accounting (Level 3)

The AAT Advanced Diploma in Accounting covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. Students will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. This qualification further delivers software skills through spreadsheet training for accounting.

The accountancy skills attained through the successful completion of this qualification will enable a student to seek employment with confidence. Skills developed through this qualification lead to employment such as:

- an accounts assistant
- an accounts payable and expenses supervisor
- an accounts payable clerk
- an assistant accountant
- an audit trainee
- a credit controller
- a finance assistant
- a finance officer
- an indirect tax manager
- an insolvency executive
- a payroll supervisor
- a professional bookkeeper
- a senior bookkeeper
- a tax assistant

Four units are assessed individually in end of unit assessments, and this qualification also includes a synoptic assessment, sat towards the end of the qualification, which draws on and assesses knowledge and understanding from across the qualification:

Unit	Assessment
Advanced Bookkeeping	end of unit assessment and also assessed within the synoptic assessment
Final Accounts Preparation	end of unit assessment and also assessed within the synoptic assessment
Management Accounting: Costing	end of unit assessment and also assessed within the synoptic assessment
Indirect Tax	end of unit assessment
Ethics for accountants	only assessed within the synoptic assessment
Spreadsheets for Accounting	only assessed within the synoptic assessment

Assessments

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.



AAT Professional Diploma in Accounting (Level 4)

The purpose of the AAT Professional Diploma in Accounting is to enhance the skills developed from the AAT Advanced Diploma in Accounting qualification, enabling students to maximise opportunities in their current or new employment. By studying for this qualification students will acquire lifelong professional accountancy and finance skills, including:

- drafting financial statements for limited companies
- gaining knowledge and skills in complex management accounting techniques
- ability to analyse accounting systems and their associated controls
- gaining knowledge and skills in specialist accountancy and finance subjects.

Students will look at and become comfortable with a wide range of financial management skills and applications, and gain competencies in: drafting financial statements for limited companies, recommending accounting systems strategy, construction and presentation of complex management accounting reports. Students will also learn about specialist areas such as tax, auditing, credit management and cash and treasury management.

This qualification comprises four mandatory, and two optional units, from a choice of five options.

The mandatory units are as follows:

Unit	Assessment
Management Accounting: Budgeting	end of unit assessment
Management Accounting: Decision and Control	end of unit assessment
Financial statements of Limited Companies	end of unit assessment
Accounting Systems and Controls	assessed within the synoptic assessment

The optional units are as follows:

Unit	Assessment
Business Tax	end of unit assessment
Personal Tax	end of unit assessment
External Auditing	end of unit assessment
Cash and Treasury Management	end of unit assessment
Credit Management	end of unit assessment





Assessments

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.

Students must successfully complete five unit assessments and one synoptic assessment to achieve this qualification. The proportion of this qualification assessed by external assessment is 100%.

Once qualified, students automatically become AAT affiliate members and with relevant work experience, will qualify for AAT full membership, enabling use of the designatory letters MAAT after their name.

However, the primary and most important outcome of this qualification is that it can lead to a wide variety of well-paid accountancy and finance jobs, some of which are as follows:

- professional accounting technician
- assistant auditor
- assistant management accountant
- commercial analyst
- payroll manager
- senior bookkeeper
- senior financial officer
- accounts payable and expenses supervisor
- assistant financial accountant
- cost accountant
- fixed asset accountant
- indirect tax manager
- senior fund accountant
- senior insolvency administrator
- tax supervisor VAT accountant



Assignment 3 - Video

Please watch the video below on the The Trial Balance:



 Notepad
  Help sheets
  Tutor
  Videos

Navigation  

Your Study Resources

My Premier Training Account (MyPTA)

MyPTA is your own personal online account that has everything you need to study right at your fingertips. You will have access to:

- Tutor and course advisor contact details
- Study books online
- Personal timetable
- Revision tools and extra e-learning tests
- Registration and ID numbers
- Instalment plan details

Online Interactive Videos

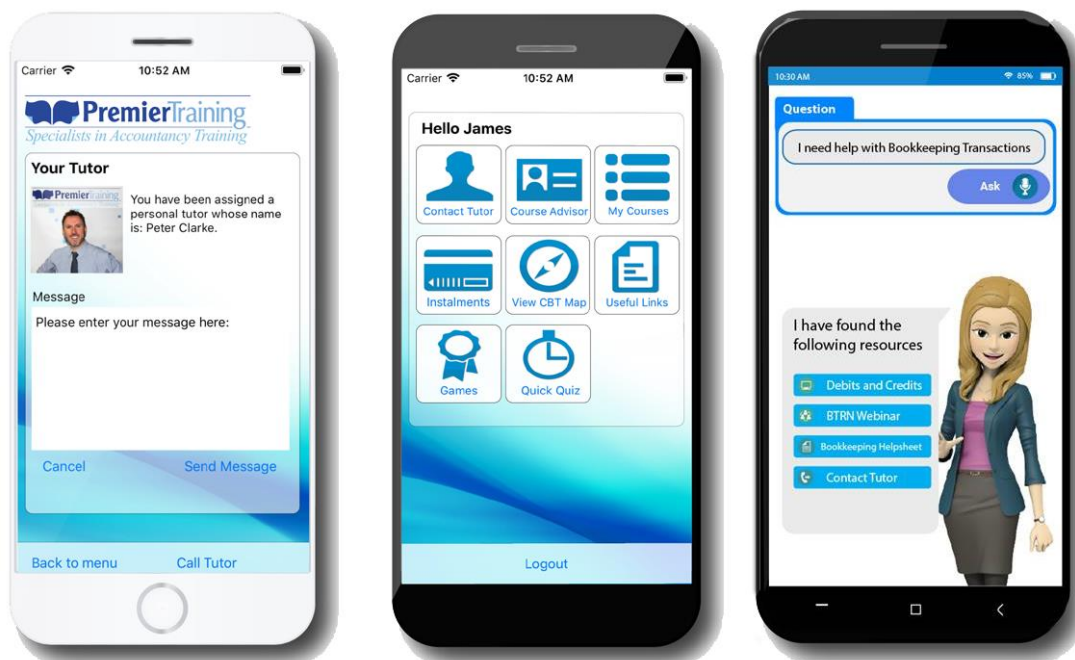
E-Learning videos in which our tutors cover key topics visually to aid our students learning and development.

Online Assignments

Our assignments are skills based, allowing you to put into practice what you have learned in theory. They cover the course topics extensively to ensure students are fully prepared for the AAT assessments. Each assignment will cover a few chapters of your study book to allow you to recap and test your knowledge of each section.

Online





MyPTA Mobile

The MyPTA Mobile App is an innovation in distance learning, reinventing the methods in which students can learn AAT accountancy and bookkeeping effectively. MyPTA is like having a personal tutor, a library and a classroom all in your pocket.

It enables you to access learning at any time and in any location, 24 hours a day whenever you need to study!

Current features

Contact your tutor and course advisor directly from the App

- View your personal timetable
- Read and download your study manuals for offline access
- Play accountancy and bookkeeping games
- Watch all your course videos
- Access quick quizzes relating to your course unit
- View your instalment plan
- Premier Pal Virtual Assistant

Meet Emma, she's your new Premier Pal Virtual Assistant – EMMA stands for (Educational MultiMedia Assistant). At the moment she's busy learning all our AAT help sheets, videos and study manuals - so she can give you the best advice and support. You'll find her in the MyPTA Mobile app.

Download our FREE MyPTA Mobile App for Premier Training Students! - [Click here for more information](#)



Get Xero Certified.



Sign up for the
Equivalency Course.

Premier Training have teamed up with Xero and are pleased to offer the Xero Advisor Certification Equivalency Course FREE OF CHARGE to anyone who enrolls with Premier Training.



Xero is a cloud-based accounting software which connects people with the right numbers anytime, anywhere, on any device. For accountants and bookkeepers, Xero helps build a trusted relationship with small business clients through online collaboration. Xero has over 1.5 million subscribers worldwide who have transformed the way they do business.

Small business makes the world go round – it's the heart of the global economy. Xero want millions of small businesses to thrive through better tools, information and connections. Like all great challenges, Xero can't do it by themselves: they work closely with customers, partners, and other friends to push innovation forward, turning Xero into the online business platform for the world.

This course will be an excellent addition to your CV and it is FREE so you have nothing to lose and everything to gain.





Your Tutor Support

- Tutors are efficient, patient and friendly and you can call as many times as you need.
- You have instant and direct access to your personal tutor and course advisor via telephone and email.
- Assignments are marked by a tutor and not a computer and are returned promptly to keep you on the right track.
- We have personal course advisors, many of whom have completed or are currently studying AAT courses and who have hands on experience of balancing studies with work and family commitments.
- We have in-house IT specialists

You will be allocated two personal tutors that will work as a team to guide you throughout the course. You will have a primary personal tutor who will be your first port of call and a co-tutor there as a backup if and when your primary tutor is not available and to help keep the marking turnaround prompt.

Studying with us you will find the staff patient, friendly and helpful. We offer a great support network for students. You will receive constructive feedback and unlimited guidance and support. Simply call and there is always someone to help.

The office is open at the following times:

Mondays	9am - 8pm
Tuesdays	9am - 8pm
Wednesdays	9am - 8pm
Thursdays	9am - 8pm
Fridays	9am - 5pm
Saturdays	9am - 12pm



Premier Training Course fees

We want to help you to get started on your studies without the burden of excessive course fees that some providers charge. Award winning support, training and study resources should not cost you the earth, which is why we have kept our course fees very competitive to help on your journey to success.

Even better, you can pay the course fees by interest free instalments and include your AAT registration fees, which means you can register with the AAT now, spread the cost and take advantage of the AAT resources as well.

Here is a breakdown of the fees:

Premier Training Self Study Course Costs		
AAT Access Award in Bookkeeping	£175.00	Sale now £157
Postage & Packaging	£8.50	
Total to pay	£183.50	
Pay by 2 interest free instalments of	£91.75	

Premier Training Supported Study Course Costs		
AAT Access Award in Bookkeeping	£199	Sale now £179
Postage & Packaging	£8.50	
Total to pay	£207.50	
Pay by 4 interest free instalments of	X1 £51.89 X3 £51.87	

	Self-Study Option	Supported Study Option
Full Tutor Support	✗	✓
Course Advisor Support	✓	✓
Online Course Booklet	✓	✓
Hard Copy of Course Booklet	✓	✓
Access to our Award-Winning e-Learning Materials	✓	✓
End of Chapter Quizzes	✓	✓
Marked Assignments with Full Tutor Feedback	✗	✓
Marked Mock Assessment with Full Tutor Feedback	✗	✓
Two Practice Assessments (with model answers)	✓	✓
Interest free Instalment Plan	✓	✓
Option to Upgrade	✓	✗



Premier Training Bookkeeping Course fees

We want to help you to get started on your studies without the burden of excessive course fees that some providers charge. Award winning support, training and study resources should not cost you the earth, which is why we have kept our course fees very competitive to help on your journey to success.

Even better, you can pay the course fees by interest free instalments and include your AAT registration fees, which means you can register with the AAT now, spread the cost and take advantage of the AAT resources as well.

Here is a breakdown of the fees:

Premier Training Course Fees	
AAT Foundation Certificate in Bookkeeping	£299 Sale now £269
Postage & Packaging	£17
Total to pay	£316
Pay by 4 interest free instalments of	£79

Premier Training Course Fees	
AAT Foundation Award in Accounting Software	£199 Sale now £179
Postage & Packaging	£8.50
Total to pay	£207.50
Pay by 4 interest free instalments of	Initial Payment of £51.89 followed by a further 3 payments of £51.87

Premier Training Course Fees	
AAT Advanced Certificate in Bookkeeping	£499 Sale now £449
Postage & Packaging	£17
Total to pay	£846
Pay by 4 interest free instalments of	£129



Premier Training Course fees

We want to help you to get started on your studies without the burden of excessive course fees that some providers charge. Award winning support, training and study resources should not cost you the earth, which is why we have kept our course fees very competitive to help on your journey to success.

Even better, you can pay the course fees by interest free instalments and include your AAT registration fees, which means you can register with the AAT now, spread the cost and take advantage of the AAT resources as well.

Here is a breakdown of the fees:

Foundation Certificate in Accounting:	
Course fee	£829 Sale now £663
P & P	£17
Total	£846
<p>The course fees can be paid up to 12 monthly instalments (interest free) and can include your AAT registration fees of £147.</p>	

Advanced Diploma in Accounting:	
Course fee	£859 Sale now £687
P & P	£17
Total	£876
<p>The course fees can be paid up to 12 monthly instalments (interest free) and can include your AAT registration fees of £147 (if not already registered with the AAT).</p>	

Professional Diploma in Accounting:	
Course fee	£905 Sale now £724
P & P	£17
Total	£922
<p>The course fees can be paid up to 10 monthly instalments (interest free) and can include your AAT registration fees of £147 (if not already registered with the AAT).</p>	



AAT Awarding Body / Assessment Fees

In addition to the Premier Training course fees you will be required to pay a student registration fee to the AAT and assessment fees to the AAT Approved Assessment Centre (AAC).

AAT student registration fees - payable upon registering with the AAT	
£48 Admission fee	One off fee when you register as a new accounting student
£99 Annual Membership	Payable when you first register and then annually
<p>You are required to register with the AAT within four weeks of enrolling with a training provider.</p> <p>Remember you can include your AAT registration fees of £150 in your monthly instalments.</p>	

Assessment fees are payable to the assessment centre as and when you book each assessment. The fees will vary depending on the centre and consist of the AAT Assessment fee and Assessment Centre Administration fee. A fee is payable for every individual unit assessment and synoptic assessment.

As the fees vary so much we can only give you an approximate idea of what they will be. Don't worry though, as we have a team of course advisors that will assist you to find the nearest centre and what they charge. Alternatively you can find your nearest assessment centre using the AAT online search facility:

<https://www.aat.org.uk/assessment/assessment-venue/search>

Here is a breakdown of the AAT assessment fees. *You will need to add approximately £20-£35 per assessment fee:*

Foundation Certificate in Accounting:

- Unit assessments £46 each
- Synoptic assessment £49 each

Advanced Diploma in Accounting:

- Unit assessment £46 each
- Synoptic assessment £52 each

Professional Diploma in Accounting:

- Unit assessment £46 each
- Synoptic assessment £53 each



Getting Started

Getting started with your studies couldn't be easier. You can enrol regardless of academic background, nationality, age, location, sex, religion or occupation. There are multiple methods of enrolment and you can start your studies within 1 hour!

Over the phone:



The easiest and quickest way to enrol is over the phone using a credit/debit card. This will only take a few minutes and the course advisor will complete the enrolment form for you.

If you enrol Monday to Friday before 2:30pm you will receive all your course material the very next day (even Saturday).

Online:



Visit our website at www.premiertraining.co.uk, click on enrol, click on the course title link and follow the step by step instructions. Once you have submitted the form you will receive confirmation of your order and a course advisor will contact you with details of what happens next.

By post:



Return your completed enrolment form with payment to:
Premier Training
Premier Training Centre
The Minories
Eastfield Road
South Killingholme
North Lincolnshire
DN40 3DQ

Invoice employer:



Simply complete the enrolment form and ask your employer to sign section email to info@premiertraining.co.uk We will dispatch your study material straight away and invoice your employer. You can download the enrolment form from the "enrol and start your studies" section on our website.



Enquiries & Enrolments: 01469 515444
info@premiertraining.co.uk - www.premiertraining.co.uk

