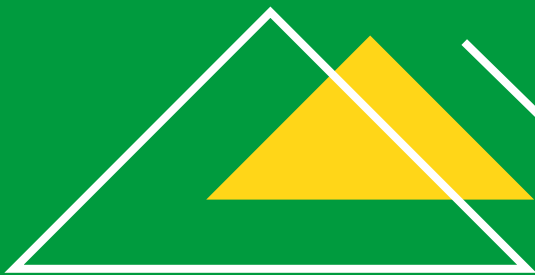


PROFESSIONAL SKILLS FOR **BUSINESS GROWTH**

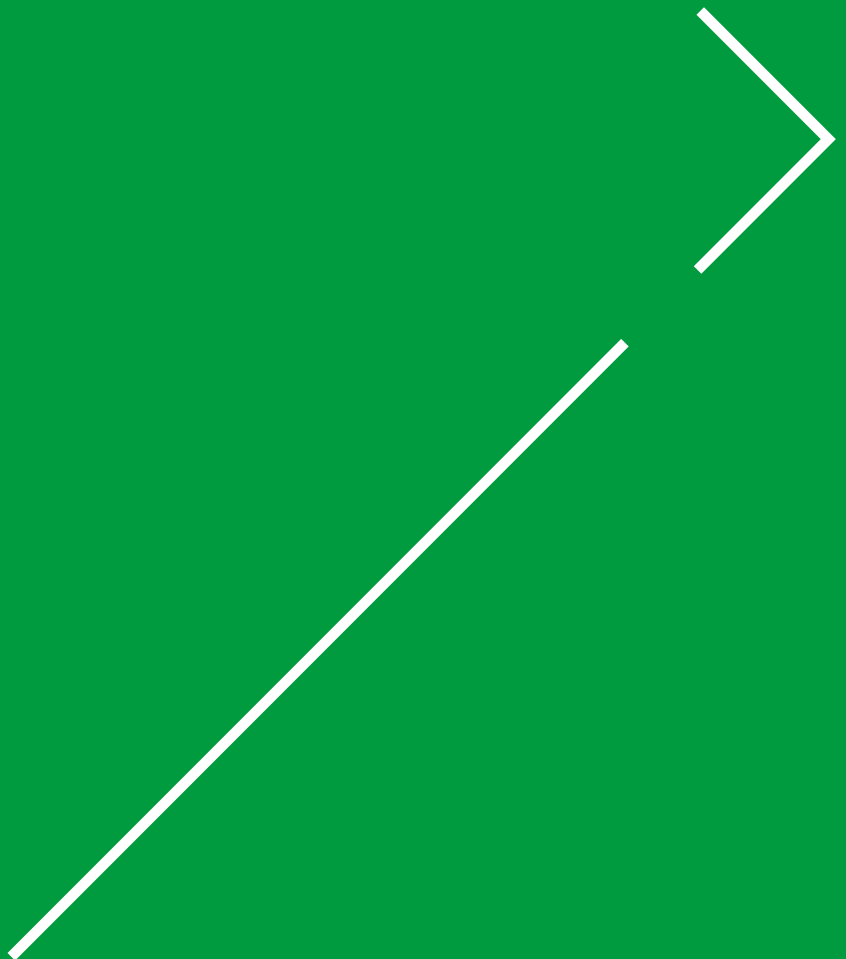




WHAT IF
we train them and
THEY LEAVE?



WHAT IF
WE DON'T
and they stay?



CONTENTS

Delivering finance skills that add value	4
Five ways your business will benefit from working with us	5
AAT Accounting Qualifications	6
AAT Bookkeeping Qualifications	8
AAT Business Skills Qualification	9
AAT accounting apprenticeships	10
AAT Essentials – one-day finance training programmes	13
Cost-effective and flexible training	14
Progressing to AAT professional membership	15
Options after qualifying	16
AAT employer accreditation	17
Your next steps	18

DELIVERING FINANCE SKILLS THAT ADD VALUE

AAT training increases the effectiveness of people at the centre of successful businesses. We work with a wide variety of organisations such as ASDA, Tui and the Ministry of Defence and small to medium sized businesses to develop skilled finance teams, and we're ready to help your business too.

Every business needs staff with finance and accounting expertise, regardless of size or industry. And over the last 40 years we've built our reputation by delivering these skills through offering cost-effective training and development in a way that works for both employers and employees.

Whether you're looking to recruit new talent or upskill your existing staff, we'll work closely with you to develop training programmes to suit the needs of your business.

How AAT works for you and your staff

You'll already know how important it is to have an efficient, well-trained finance team. We offer practical, vocational training to help you increase productivity, maximise resources and save on recruitment costs.

Fill the skills gap in your business

You may consider recruiting new staff or expanding your finance team to fill the skills gap in your business. There are thousands of people looking for a new opportunity, from people who are currently studying AAT qualifications, to those looking to launch their accounting and finance career – you'll be spoiled for choice when it comes to finding the right people for your workplace.

By supporting your staff to train with AAT, you can:

- attract, develop and retain the best people
- improve the management of cash flow and finance – the lifeblood of your business
- keep staff one step ahead through continuing professional development
- project a credible, authoritative image to partners and clients
- achieve all this without disruption to the daily management of your business.



"AAT qualifications start with the basics and ensure a comprehensive understanding of the essentials. Bookkeeping, control accounts and costing are all crucial skills for any accountant."

Mike Copping
Financial Controller, Cyber-Duck

FIVE WAYS YOUR BUSINESS WILL BENEFIT FROM WORKING WITH US

Develop expertise where it's needed most

- 1 Our qualifications give your staff the skills to do everything from managing cash flow and chasing debtors through to creating financial reports and analysing trends within your accounts. This makes a big difference to the core of your business, and your bottom line.

Attract and retain the best talent

- 2 We all feel more empowered and motivated when we have the opportunity to develop our skills and move our careers forward. By investing in training, you can increase the value of your workforce and demonstrate your commitment to their career progression.

Students learn practical skills from day one

- 3 From their first day of training, AAT students learn techniques and processes they can apply directly at work. With increased focus on communication skills and professional ethics throughout the qualifications, students are better prepared for the challenges they'll face in the workplace.

Study options to fit around work

- 4 Our key focus is on helping your staff to study while contributing effectively to your business. Whether this be studying via an apprenticeship, part-time, in the evening or through distance learning, there are a variety of options to suit every need.

Keep one step ahead

- 5 Every AAT professional member commits to ensuring their long-term effectiveness through continuing professional development. So you can be sure your employees' knowledge and skills are up to date, giving your company a competitive edge that could make all the difference.



AAT ACCOUNTING QUALIFICATIONS

AAT Accounting Qualifications

AAT Accounting Qualifications will provide your employees with practical accounting and financial knowledge and skills, while also developing their grasp of business. Achieving these qualifications will give them a firm grounding in accounting that will make a real difference to your finance team and your business.

We offer three accounting qualifications, which each take between 6–18 months to complete. These qualifications provide training for a huge range of accounting and finance roles and are respected by employers worldwide.

View the full details online at aat.org.uk/qualification

Foundation Certificate in Accounting

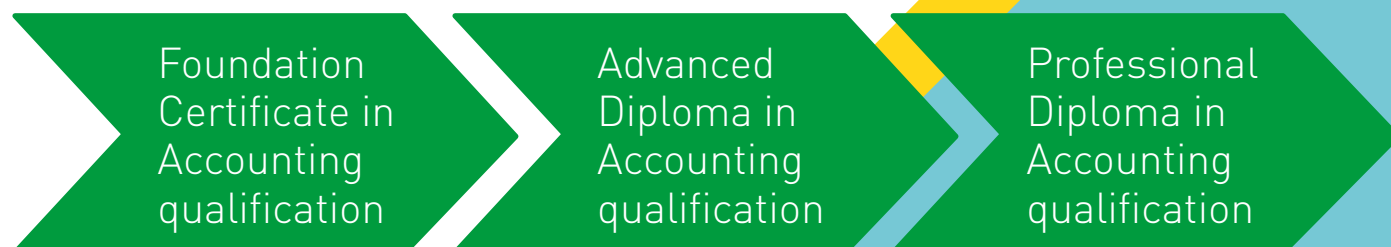
Our Foundation Certificate in Accounting introduces a range of basic accounting principles and techniques, making it suitable for people new to finance looking to develop an introductory level of knowledge and skills. This qualification covers areas such as costing, double-entry bookkeeping and using accounting software.

Upon successful completion of this qualification, your staff will be awarded the Foundation Certificate in Accounting.

Expected job roles:

- Accounts Administration
- Accounts Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator
- Purchase/Sales Ledger

AAT Accounting Qualifications



Foundation, Advanced and Professional equate to UK Levels 2, 3 and 4 or Levels 5, 6 and 8 in Scotland.

Advanced Diploma in Accounting

Our Advanced Diploma in Accounting covers a range of complex accounting tasks, including maintaining cost accounting records and preparation of reports and returns. Completing this qualification will enable your staff to master accounting disciplines such as financial processes, advanced bookkeeping and final accounts.

Complemented with the understanding of professionalism in the workplace and the importance of ethical practices, you'll have a skilled member of staff ready to take their training to the next level.

On completion, they can apply for our bookkeeping membership and gain the designatory letters AATQB after their name.

Expected job roles:

- Accounts Payable Clerk
- Assistant Accountant
- Audit Trainee
- Bookkeeper
- Credit Controller
- Finance Assistant
- Payroll Supervisor
- Tax Accountant

Professional Diploma in Accounting

Our Professional Diploma in Accounting will enable your staff to become proficient in delivering high level accounting tasks. They'll receive training in drafting financial statements, managing budgets and evaluating financial performance. They'll also have the opportunity to specialise in areas from tax to auditing and credit control.

On completion, they'll be perfectly placed to become an AAT full member and gain the designatory letters MAAT after their name, and go onto chartered studies if they wish.

Expected job roles:

- Assistant Financial Accountant
- Budget and Finance Performance
- Commercial Analyst
- Cost Accountant
- Finance Manager/Officer
- Fixed Asset Accountant
- Indirect Tax Manager
- Payroll Manager

AAT BOOKKEEPING QUALIFICATIONS

We offer five short bookkeeping qualifications, which each take just 6–12 weeks to complete. These qualifications provide training for a huge range of bookkeeping roles and are respected by employers worldwide.

Access Award in Bookkeeping

This qualification offers an introduction to manual bookkeeping, providing your staff with essential skills in single-entry bookkeeping and a broad understanding of the role of a bookkeeper.

Access Award in Accounting Software

Providing an introduction into accounting software, this qualification will enable your staff to become confident in carrying out routine accounting tasks on any computerised accounting package. They'll also gain an understanding of the risks and benefits of using accounting software in business.

Foundation Certificate in Bookkeeping

Designed to enhance bookkeeping skills and knowledge, your staff will learn fundamental bookkeeping skills such as transaction procedures and double-entry bookkeeping, increasing their financial confidence.

Foundation Award in Accounting Software

This qualification is perfect for your staff looking to get to grips with accounting software. They'll gain the skills and knowledge needed to enter accounting transactions and perform reconciliations, correct errors and produce reports, while maintaining the security of accounting information.

Advanced Certificate in Bookkeeping

This qualification is ideal for staff looking to further develop their understanding and knowledge of bookkeeping. Covering double-entry bookkeeping, financial statements and indirect tax, your staff will be able to manage and control your organisation's finances more effectively.

On completion, they can apply for our bookkeeping membership and gain the designatory letters AATQB after their name.

AAT BUSINESS SKILLS QUALIFICATION

AAT Access Award in Business Skills

The AAT Access Award in Business Skills provides your staff with the fundamental, practical business skills they need to successfully integrate with your business.

This qualification covers three main topic areas: preparing for work, using numbers in business and sales and purchases in business.

Students will learn basic maths based skills, from developing the knowledge to enable them to work with common decimals and performing simple business calculations, through to understanding the principles of sales and purchases and how they support businesses.

“AAT’s Access Award in Business Skills was perfect for my needs. Covering topics such as basic accounting procedures and using numbers in business, as well as providing guidance on the requirements of working in a professional environment meant that I gained the skills and confidence I needed to take those next steps in developing a career.”

Dan Sampson
AAT student, Newlyn Pier & Harbour Commissions

AAT ACCOUNTING APPRENTICESHIPS

With an AAT accounting apprenticeship, your employees will develop skills and experience tailored to the needs of your business, while working towards achieving the internationally recognised AAT Accounting Qualifications.

The AAT Assistant Accountant and Professional Accounting Technician Apprenticeships draw on the units of our Advanced and Professional Accounting Qualifications – providing your apprentices with the practical, technical and professional skills needed to develop themselves and your business.

As an End Point Assessment Organisation (EPAO), we're set up to support your AAT apprentice through the knowledge learning and assessment requirements of the Apprenticeship Standards*.

Using our tried and tested synoptic assessments alongside a portfolio of evidence for the apprenticeship End Point Assessment (EPA), your apprentice has the opportunity to demonstrate competence in tackling business related tasks.

*Apprenticeship Standards are only available in England. We will support EPA delivery for alternative route apprenticeships.

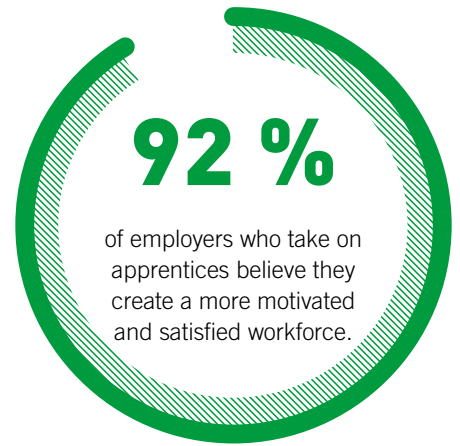
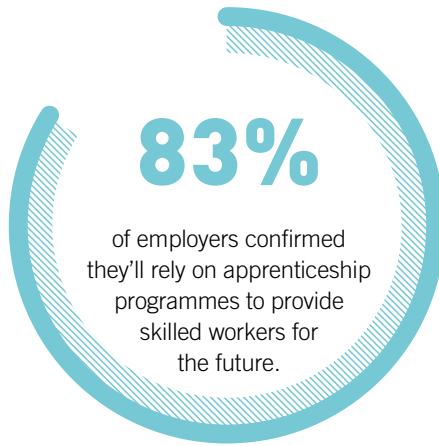
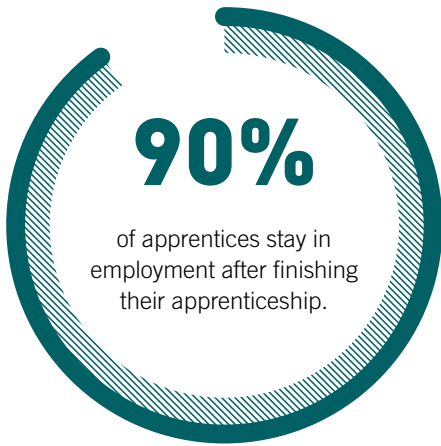
You can find the latest information on current apprenticeships at aat.org.uk/apprenticeships

“Our 360° Apprenticeship programme gives apprentices the opportunity to gain a really diverse range of experience.

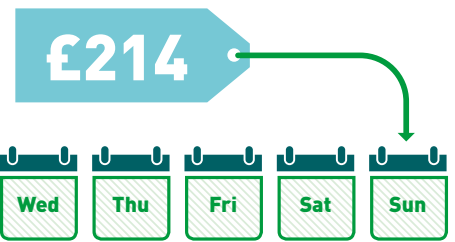
When this is coupled with the knowledge they gain from studying the AAT Accounting Qualifications, the apprentices are well equipped to tackle the breadth of the modern accounting industry.”

Kathryn Roberts
Senior Manager of KMPG360° Qualifications Training, KPMG





Almost **9 in 10 employers** that take on an apprentice report benefits to their business.



Businesses report an average increase in productivity of **£214 a week** when they hire apprentices.

Apprenticeships – why they make business sense

They're cost effective

Apprentices are a really cost-effective way to both hire and train staff. The apprenticeship levy enables your business to increase training opportunities for your team without increased costs, and the recruitment process is typically simpler than hiring a regular employee, meaning it tends to be less expensive.

The apprenticeship levy

If you're in England and your paybill is £3 million or more, you have to pay an apprenticeship levy of 0.5% of your paybill. You'll be entitled to claim back up to £9,000 per apprentice to cover the cost of training. Non-levy payers can claim up to £8,100 per apprentice to cover training costs.

They can make your business more productive

Apprentices tend to be motivated, flexible and loyal to the company that has provided them with the apprenticeship opportunity, which leads them to be more productive. They can also encourage their colleagues to work more efficiently too.

They add value to your business, right away

Apprentices start working and contributing to your business from day one, alongside their training. A third of employers say that they can have a positive effect on the company within just a matter of weeks.

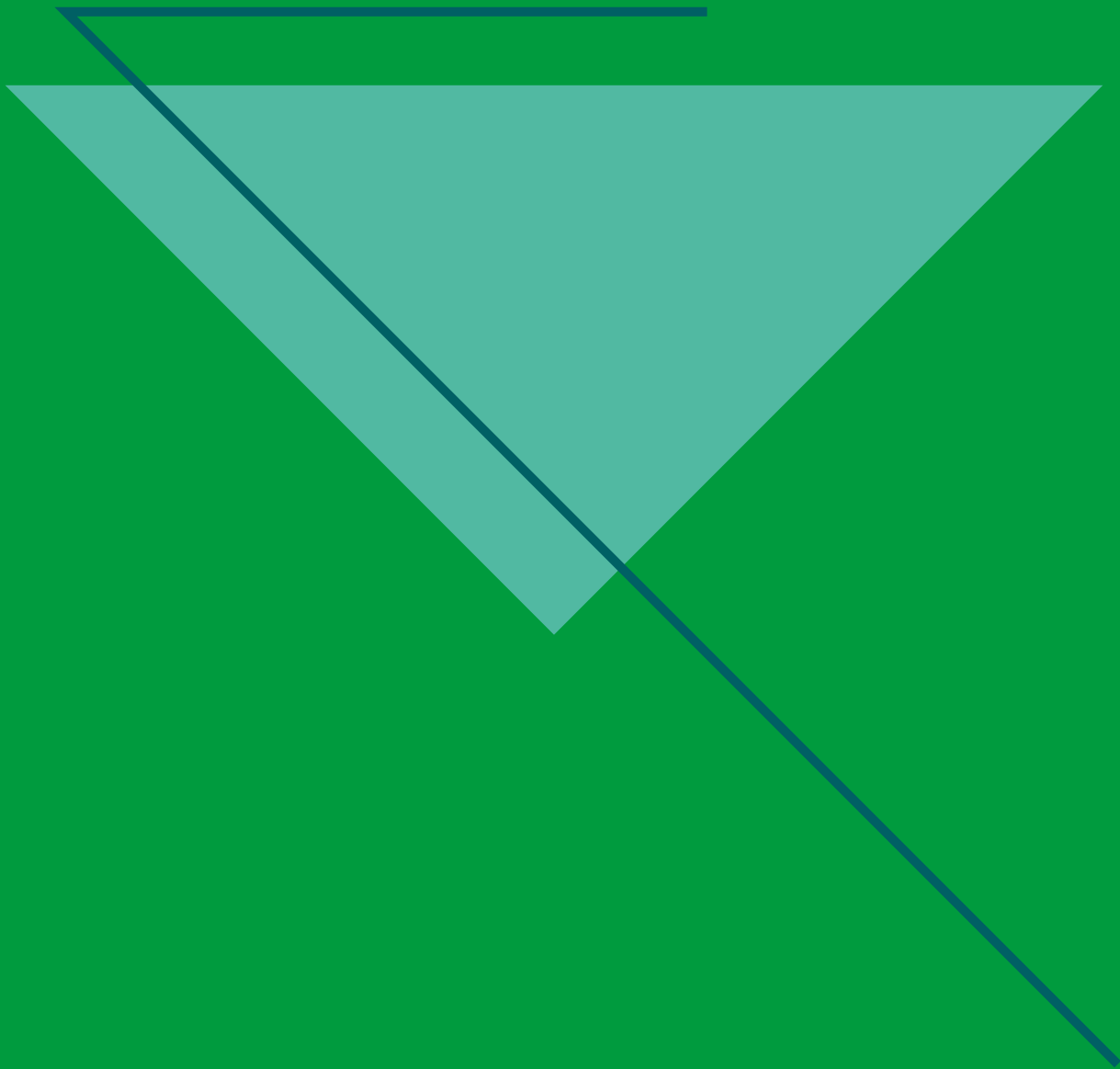
They ensure employees have the skills you need

Apprenticeship Standards are designed with input from employers, so they equip staff with the skills that businesses actually need. Apprenticeships are also flexible and can be tailored to specific job roles, helping to meet the needs of your business and fill skills gaps.

They lead to a motivated, committed workforce

Giving someone a job at the start of their career and equipping them with the skills and qualifications they need to advance up the ladder encourages loyalty, leading to a committed, motivated workforce.

AAT Essentials are one-day finance training programmes designed to help you meet your business needs and objectives.



AAT ESSENTIALS

– ONE-DAY FINANCE TRAINING PROGRAMMES

AAT Essentials one-day finance training programmes are ideal for managers without a finance background, as well as other non-finance staff looking for a better understanding of key financial tasks.

AAT Essentials deliver practical skills that can be applied immediately, to help you manage your business finance more effectively, improving performance and increasing productivity.

Training programmes are delivered to suit you. For large groups of staff that require the same training, we can hold programmes in-house at your offices, or at an external location chosen by you.

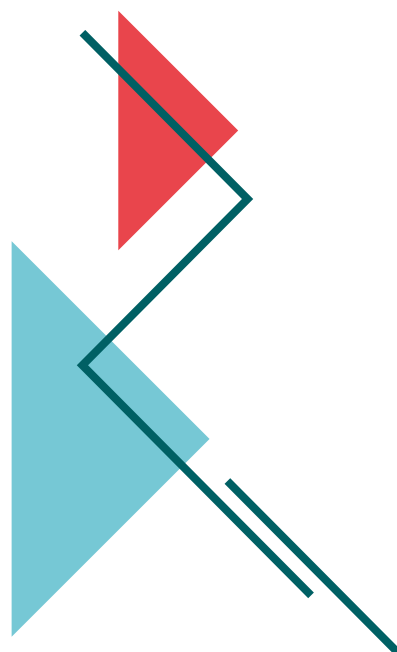
Our current training programmes for non-finance staff are:

- Finance for non-financial managers
- Budgeting

Our current training programmes for finance staff are:

- Financial reporting update
- Tax update
- Management reporting for modern day finance
- Strategic management accounting
- Effective budgeting and cost control

To find out more or to book an in-house AAT Essentials training programme, email us at essentials@aat.org.uk



COST-EFFECTIVE AND FLEXIBLE TRAINING

Flexibility to suit any work schedule

Flexibility is key to AAT – our flexible qualification structures help your staff to develop their skills while contributing effectively to your business.

All our assessments are computer based, and with assessment dates published on an annual basis, this allows you to manage time and resources depending on workload, absence and availability.

We also have a network of over 500 training providers across the UK, offering part-time and distance learning options to suit you and your staff.

Fees and funding

We know that implementing training requires a commitment in terms of finance and time, and we're confident your investment will be a worthwhile one.

What's more, funding might be available to support the cost of training.

Costs are broken down into two main categories:

- training provider fees* – paid to the training provider to cover tuition and sometimes course materials
- AAT fees – paid to AAT and includes admission, membership and assessment fees.

For more information on membership fees visit our website at aat.org.uk/fees You can also find information on funding options at aat.org.uk/funding

*Fees vary.

AAT qualifications

AAT Accounting Qualifications

Level 2

Foundation Certificate in Accounting
Foundation Diploma in Accounting and Business

AAT Bookkeeping

Level 1

Access Award in Bookkeeping
Access Award in Accounting Software

Level 2

Foundation Certificate in Bookkeeping
Foundation Award in Accounting Software

AAT Business Skills

Level 1

Access Award in Business Skills

PROGRESSING TO AAT PROFESSIONAL MEMBERSHIP

AAT professional membership offers your staff the recognition they deserve for their achievements, and demonstrates a commitment to keeping their skills and knowledge up to date.

Why professional membership?

When your staff member becomes an AAT professional member, they commit to lifelong learning through our continuing professional development (CPD) framework. This ensures your business has a competitive edge, and in return, they achieve professional status recognised by colleagues and clients.

As part of their membership, we provide a wealth of resources to help them keep their skills fresh including free and discounted training events, technical and ethical helplines, podcasts and industry updates.

AAT professional memberships

On completion of the Advanced Diploma in Accounting or the Advanced Certificate in Bookkeeping, your staff members can gain professional status by becoming an AAT Bookkeeper, using the designatory letters AATQB.

On completion of the Professional Diploma in Accounting, your staff have the opportunity to apply for AAT full membership and use the designatory letters MAAT. And after five years as a MAAT and with senior and managerial work experience, your staff can apply for fellow membership, FMAAT.



OPTIONS AFTER QUALIFYING

Fast-track to chartered accountancy

Once a staff member has successfully completed the Professional Diploma in Accounting qualification, they can go on to study chartered accountancy. This is an extremely popular route – a third of all AAT students go on to chartered studies.

By supporting your staff to become chartered, you will increase engagement and talent retention in your business, and will be seen to be developing your existing team into future business leaders.

Progression to university

Once your staff have qualified they can continue their training on a graduate programme. With degree-pathways at over 30 UK universities, the AAT Accounting Qualifications provide excellent exemptions on a range of accounting and finance-related degrees.

“The TUI group actively encourages learning and development among staff...”

AAT qualifications provide the flexibility to allow staff to study and bring their untapped talent to the surface, while keeping informed about the opportunities and roles available across the TUI group. There’s a really big benefit for us in encouraging staff to study.”



Sharon Bessell
Financial Controller, TUI Group



AAT EMPLOYER ACCREDITATION

Our accreditation scheme offers your organisation the opportunity to gain a recognition of excellence, demonstrating to potential and current employees that you're committed to ongoing professional development.

As an AAT accredited employer, you're recognised for your provision of valuable training and development for your AAT members. Accreditation also provides external validation for your training and development programmes, building your organisation's reputation in the industry.

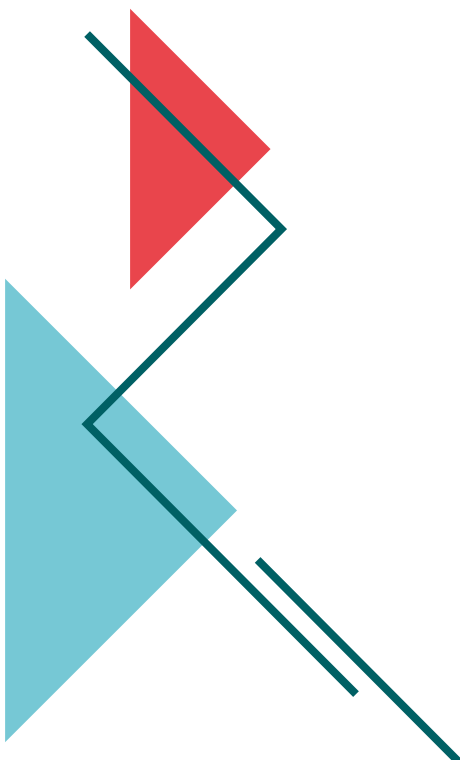
The scheme is free to join and open to everyone who employs one or more AAT students or professional members, whatever the size of your organisation.

"AAT qualified staff provide the practical skills every finance team needs. They hold the knowledge and expertise required to support businesses to grow and succeed, and keep these skills up to date through AAT professional membership.

We are proud to be an accredited employer of AAT, investing in learning and development to ensure we are equipped with the best possible team members for both our business and our clients."

Chris Peat

Senior Audit Manager, PKF Cooper Parry



YOUR NEXT STEPS



I want to develop an AAT training programme for my business

1. Visit aat.org.uk/mybusiness to find information on AAT training for your business.
2. Call us on **+44 (0)20 3735 2416** to arrange a consultation to discuss the training options to suit your business needs.



I'm ready to upskill my finance staff and register them as AAT student members

1. Ask your staff to complete the AAT Skillcheck at aatskillcheck.org This will provide guidance on the recommended level for your staff member to begin their training, based on their skills and knowledge.
2. Select a training provider, you can start your search at aat.org.uk/trainingproviders
3. Register your staff as AAT student members at aat.org.uk/register



I want to recruit new finance staff and start them on AAT training

1. Advertise your trainee vacancies.
2. Select a training provider, you can start your search at aat.org.uk/trainingproviders
3. Register your staff as AAT student members at aat.org.uk/register

And if you're taking on an apprentice:

4. Find more information from the relevant apprenticeship organisation for your region:
 - for England visit the National Apprenticeship Service at apprenticeships.org.uk
 - for Wales visit the Welsh Government at wales.gov.uk/apprenticeships
 - for Scotland visit Skills Development Scotland at skillsdevelopmentscotland.co.uk
 - for Northern Ireland visit the Department for Employment and Learning at delni.gov.uk



ANY QUESTIONS?

Contact us today to discuss how we can help you develop your team.

Email employer@aat.org.uk or call us on **+44 (0)20 3735 2416**.

We're available from 09.00 to 20.00 (UK time) Monday to Thursday and 09.00 to 17.00 (UK time) on Friday.



[/YourAAT](#)



[@YourAAT](#)



forums.aat.org.uk



[/AAT](#)



[/AATcpd](#)

Association of Accounting Technicians

140 Aldersgate Street

London

EC1A 4HY