

contacting US

If you require further information or advice, please contact:

Student Services

Tel: 020 7415 7644

Fax: 020 7837 6970

E-mail: studentservices@aat.org.uk

Where your enquiry relates to full or fellow membership, please contact:

Members' Services

Tel: 020 7415 7600

Fax: 020 7415 7632

E-mail: membersservices@aat.org.uk

Professional Division

Tel: 020 7415 7619

Fax: 020 7415 7632

E-mail: uzma.akhtar@aat.org.uk

Where your enquiry relates to bankruptcy, civil, or criminal proceedings, please contact:

Education and Training Division

Tel: 020 7837 8600

Fax: 020 7837 6970

E-mail: aat@aat.org.uk

compliments comments and complaints

We are always happy to receive your comments on our services. You can contact the Director of Education and Training for assistance.

Please write to:

Director of Education and Training, AAT

154 Clerkenwell Road, London EC1R 5AD

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what is an accounting technician?

Accounting technicians work at all levels of finance from accounts clerks to financial controllers. They work in all industries and sectors and in organisations large and small. In a small organisation, accounting technicians may be the only trained and qualified finance staff employed. In a large company, they are a crucial part of a balanced team working alongside chartered accountants and administrative staff.

you get the
rewards
deserve

Some AAT full members provide accounting services on a self-employed basis. Fully regulated, they provide a cost-effective accountancy and taxation service, particularly to small and medium-sized enterprises.

With these options available for accounting technicians, gaining an AAT qualification could be one of the best things you've ever done.

You can learn more about how the AAT has made a real difference to peoples' careers by reading the quotes and case studies of some current AAT members throughout this guide.

what an AAT qualification can do for you

Gaining a qualification with the AAT could be one of the best things you've ever done. With the improved skills that a professional qualification gives you, you will be able to add far more value to current or future organisations that employ you. As a result, your contribution will be better recognised and rewarded, and you will have greater professional status, more responsibility, as well as the enormous personal satisfaction that comes from having achieved your goal.

the facts speak for themselves

Money talks

Accountancy is a profession that offers excellent financial rewards. Salary surveys* show that AAT-qualified accounting technicians can earn up to 24% more than their non-qualified counterparts.

In demand

There is a growing demand for accounting technicians in all areas, including accounting practice, commerce and the public sector. Their roles vary enormously, and opportunities are increasing all the time with the wide recognition of the AAT's qualifications.

* *Accountancy Additions 2002*

Better than equal opportunities?

You are never too old to start your AAT training, and it can significantly improve your options if you want to change careers or are returning to work after a break. You need no previous experience or qualifications and the course is open to all.

A recession-proof career?

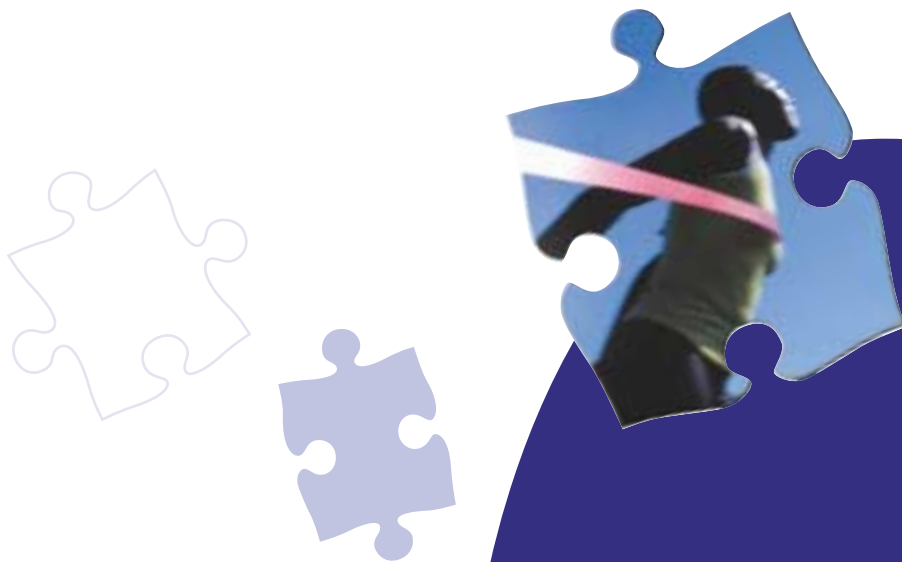
There is always a demand for better qualified candidates. As companies start to look more closely at their recruitment budgets, qualified staff will always have an advantage over unqualified staff.

To reap all these benefits, the first thing you need to do is register as a student member with the AAT.

why choose the AAT?

So why the AAT?

The simple answer is that as the world's leading professional body for accounting technicians, with close to 100,000 members worldwide, we are best placed to give you the support and training you need to fulfil your potential. We'll do everything in our power to help you get the rewards you deserve.





what employers think...

“ Without doubt the AAT qualification has provided staff with the skills, confidence and self-esteem to meet the very demanding requirements of working in a high profile, highly accountable, accountancy environment that is associated with local government finance. ”

Gordon Lawson, Head of Accountancy and Exchequer
Services at Dumfries & Galloway Council

The Liverpool Victoria Friendly Society was awarded AAT Corporate Training Partner status in October 2001. The organisation actively promotes and funds the professional development of its staff and finds training with the AAT a useful benchmark for measuring skills and abilities. Andy Young, Group Financial Accountant, explained:

“ It is company policy to encourage successful students to progress to full membership of the Association and we pay their subscriptions after they qualify. ”

The AAT's
qualifications are
recognised by employers

across all sectors and all industries.

The respect that employers hold for the AAT's qualifications can be a massive boost to your career prospects, whether you have already started out in your career or are taking your first steps. The AAT will help develop your existing skills and help you gain new ones, which will open up new opportunities and give you the chance to prove yourself. And, once you have qualified, you can apply for AAT full membership, which allows you to use the designatory letters MAAT after your name. So your expertise will be evident from a single glance at your CV.



employers trust the AAT

The AAT's qualifications are first and foremost occupational qualifications. You learn and develop by actually doing the work, rather than just preparing for exams. We recognise your professional ability - not just your memory - which is why AAT-qualified staff are in such demand by employers.

The AAT's qualifications will also help you gain practical understanding and develop first-class skills in other areas, including IT, communication and personal effectiveness. These skills not only give you extra confidence to make the most of your career, but they are shown by research to be held in high regard by employers.*

** In research conducted for the AAT in 2001, 42% of employers stressed the importance of finance and accounting staff having a range of competencies, including soft skills such as communication and management.*

going places

The AAT's qualifications also provide the perfect springboard to becoming a chartered accountant with bodies such as CIPFA, ICAEW, CIMA, ICAS and ACCA, if you wish to progress further. We will, of course, continue to support you throughout your career as an AAT full member by providing a range of invaluable benefits. If you start with the AAT, there's no limit to what you can achieve in the world of accounting and finance.

“The AAT provides me with a very practical introduction to accounting and means that I am earning a salary while I am studying and gaining work experience too. It also provides me with a stepping-stone to chartered accountancy – I could even qualify a year earlier than someone who has been to university.”

Julia Poulter is a Trainee Business Advisor at PKF, currently studying for the Intermediate level of the AAT Accounting Qualification.



“I'd always wanted to work in accountancy, but left school without taking O-level maths. Instead I trained as a nurse and worked in medicine for 20 years then, after my 40th birthday, decided I'd again try for a career in accounting. The AAT gave me a route whereby I could train part-time and continue nursing until I had qualified. I am proud of achieving this qualification and am now following the career I originally wanted.”

Sharon Taylor MAAT, Finance Assistant for the Ambulance Service

what qualifying involves

reap the
rewards
through hard work

the AAT
accounting
qualification

An AAT qualification offers great rewards. That is the reason so many people join us. But you will also know that rewards are only earned if you are prepared to work hard towards your chosen qualification.

Which qualifications will I receive?

The AAT offers student members a range of vocational qualifications. Each will give you valuable new skills and increase the value you can add to your organisation – thus paving the way for career advancement.

The AAT Accounting Qualification (which consists of NVQs/SVQs in Accounting) is the ideal qualification for anyone wanting to work as an accounting technician. This vocational course provides the knowledge and skills to perform the tasks demanded by this role; it offers you the chance to gain a useful and practical qualification while studying at your own pace. The accounting qualification consists of three levels: Foundation, Intermediate and Technician.

For more details please see page 15 of this guide.

Foundation - NVQ/SVQ
Level 2 in Accounting
Intermediate - NVQ/SVQ
Level 3 in Accounting
Technician - NVQ/SVQ
Level 4 in Accounting



“The subjects covered by the qualification were directly related to the skills I needed for my job. I became much better at my day-to-day duties, and as a result have taken on new roles and responsibilities, which have encouraged my progress within the company.”
Cordella Chollette MAAT, Mutual Fund Account Manager, CIBC Bank and Trust Company, Cayman Islands.





NVQ/SVQ in payroll administration

Each level consists of a number of units (see page 15) and is a qualification in its own right. You will be given a certificate for each level you complete.

This qualification is flexible and can be tailored to suit your needs, allowing you to choose whether to do individual or groups of units. And it is not compulsory to complete an entire level either; you will gain recognition for each unit you achieve.

The AAT Accounting Qualification is open to everyone; you can do it regardless of your age and no previous qualifications are required. However, assessments are conducted in English so you should be confident of completing assessments in this language. You also need reasonable numeracy skills.

If you already have relevant experience or qualifications you may be exempt from that part of the AAT Accounting

Qualification. The enclosed *Skillcheck* will help you decide where to start your studies.

You should complete the *Skillcheck* and discuss this with your approved assessment centre (AAC).

You can also download a copy of the *Skillcheck* from our website at www.aat.co.uk/skillcheck

Aimed at staff working or looking to work in payroll functions, this specialist qualification enables payroll staff to develop their skills and knowledge. Through practical training relevant to the workplace, the qualification helps build skills and confidence. There are two levels (NVQ/SVQ Level 2 and Level 3) and each have six competence-based units.

Level 2

Maintaining employee records

Ascertaining gross pay

Determining net pay (exam)

*Working with computers

*Contribute to the maintenance of a healthy, safe and productive working environment

*Achieving personal effectiveness

Level 3

Managing the payroll function

Completing year end procedures (exam)

Maintaining working relationships with external bodies

*Working with computers

*Contribute to the maintenance of a healthy, safe and productive working environment

*Achieving personal effectiveness

*'Contribute to the maintenance of a healthy, safe and productive working environment', 'Working with computers'

and 'Achieving personal effectiveness' are units which are common to both levels and need only be completed once.

For more information contact Student Services on 020 7415 7644.



diplomaⁱⁿ government finance

This qualification offers those working within central government departments and agencies the chance to gain skills in resource accounting and budgeting. It is particularly relevant to any staff with budgetary control responsibilities. The qualification comprises four compulsory and two optional competence-based units. For more information contact Student Services on 020 7415 7644.

ABC - AAT bookkeeping certificate

This qualification offers anyone wanting to improve their knowledge of bookkeeping the opportunity to develop a basic understanding in all areas of the subject. The ABC is available in CD-ROM format and is an ideal qualification for anyone wanting to develop knowledge in a flexible learning environment. For more information contact Richard Bradford on 020 7415 7564.

not just about exams...

The AAT qualifications are competence-based. They not only involve examinations but also practical skills tests, which provide a clearer and more accurate picture of your ability to perform in the workplace. Broadly speaking, these skills tests are designed to assess your ability to:

- carry out accounting tasks
- apply your knowledge to practical situations
- organise and plan your work.

These skills tests are conducted at colleges or training centres, also known as approved assessment centres (AACs - see opposite). The tests make sure that you can demonstrate competence in all relevant workplace activities.

student member registration form

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

This is the registration form for the AAT Accounting Qualification, NVQ/SVQ in Payroll Administration, and the Diploma in Government Finance.

PLEASE COMPLETE IN BLOCK CAPITALS THROUGHOUT

Which AAT course(s) are you registering for? Please tick the appropriate box(es)

- AAT Accounting Qualification
 NVQ/SVQ in Payroll Administration
 Diploma in Government Finance

Introductory notes

Please read carefully the relevant *Guide* of the qualification you are registering for before completing this form. If you have any queries about completing this form please contact Student Services on:

Tel: 020 7415 7644
E-mail: studentservices@aat.org.uk
Website: www.aat.co.uk

Have you previously been registered with the AAT?

- Yes No

If yes, please quote your student membership number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please indicate the date of the first examination that you intend to take:

- December 2003 June 2004 December 2004

Personal details

Title Mr Mrs Ms Miss
Other Please specify

Sex Male Female

Surname
First name(s)
Address

Town County
Postcode Country
Daytime telephone no.
Date of birth Day Month Year

Please notify Student Services immediately if you change your address.

Bankruptcy, criminal convictions and civil offences

You must answer yes or no to each question otherwise your application will be delayed. If you answer yes to any of the questions, you must give full details in writing and enclose it with your application.

Are you or have you ever been bankrupt or entered into an agreement with your creditors?

- Yes No

Do you have any criminal convictions which are not spent under the "Rehabilitation of Offenders Act"?

- Yes No

Have you ever been found guilty of a civil offence? (Examples of civil offences are those under the Companies Act and the Financial Services Act)

- Yes No

Approved assessment centre (AAC) details

It is important that you complete this section as we need your AAC details to register you as a student member. If you are enrolled or intend to enrol on an AAT course, please state the code and name of the AAC. If you are not sure of these details or where you wish to enrol please see the enclosed *AAC List*, visit our website at www.aat.co.uk/aac or call Student Services on 020 7415 7644 for a copy of this list.

AAC Code

Name of AAC

Your intentions

Please indicate at which level you intend to start:

- Foundation Intermediate Technician*

Please indicate which levels you intend to complete:

- Foundation Intermediate Technician

Please tick this box if you intend to apply for AAT full membership after completing your studies.

* See page 11 of this *Guide* for AAT full membership requirements.

Employer details

Organisation

Address

Postcode

Tel Fax

Education

If you have already completed an NVQ/SVQ which covers **identical** units to those covered in the AAT Accounting Qualification you will be eligible for accreditation for these units. Please provide a photocopy of your unit certificate when returning this application form.

I have already completed an NVQ/SVQ

Title

and Level

Learning difficulties and disabilities

The AAT is required, by request of the DfES, to monitor student members who have learning difficulties and/or disabilities. Please tick the box that applies to you:

I consider that I have a learning difficulty/disability

I do not consider that I have a learning difficulty/disability

I do not wish to supply this information

Ethnic background

The AAT is required, by request of the Qualifications and Curriculum Authority, to monitor the ethnic background of student members. Please tick the box that applies to you:

White Pakistani Bangladeshi

Chinese Black - Caribbean Indian

Black - African Black - other groups

Other Please specify

Data Protection Act

The AAT is required under the provisions of the Data Protection Act to ask student members if they object to their name and address being released to third parties (for example colleges, commercial organisations, other professional bodies).

If you do not want your name released, please tick here

Fees

Before 1 September 2003 the registration fee is £45 for all AAT qualifications. An additional £10 is payable if you want to take the NVQ/SVQ in Payroll Administration as well as the AAT Accounting Qualification.

From 1 September 2003 there is an admission fee of £20 (not payable if you have previously been registered). You will also need to pay the annual student membership fee of £50. An additional £10 is payable if you want to take the NVQ/SVQ in Payroll Administration as well as the AAT Accounting Qualification.

Please read carefully the fee options opposite and tick the appropriate box(es) for the course for which you are registering.

For office use only

✓	££	Fee payable
	£45	Registration fee payable before 1 September 2003.
	£20	Admission fee payable from 1 September 2003 unless you have previously registered with the AAT.
	£50	Student membership fee payable from 1 September 2003.
	£10	NVQ/SVQ in Payroll Administration fee payable if you are already doing the AAT Accounting Qualification.
		Total fees payable

The fees must be attached to this registration form. If the fees are not attached we cannot register you as a student member. Fees are not refundable after registration. The student membership fee is renewable twelve months after the date of registration. All payments including postal orders must be crossed A/C Payee only, and made payable to AAT.

Please make payments by UK postal order, sterling cheque, sterling draft or credit card. Cash is not acceptable.

Credit card payments

To pay by credit card please complete the following details. The AAT accepts all Mastercard, Switch and Visa cards.

I authorise you to charge my credit/debit card with the amount of

£

Full name

Card type

Card number

Issue number (Switch only, including initial zero if applicable)

Start date Expiry date

Signature Date

Invoices

Invoices are not issued for registration fees but a receipt will be sent as part of your official notification letter.

Declaration

I have read the AAT's *Guide* and note that there are further requirements for admission to full membership in addition to completing the AAT's qualifications. I declare that the information given in this form is correct. I understand that once registered as an AAT student member, I shall be bound by the provisions of the Memorandum and Articles of Association, the by-laws and all other regulations of the AAT for the time being in force including the *Guidelines on Professional Ethics and Disciplinary Code* (accessible on the AAT website at www.aat.co.uk or available on request).

Signature Date

Please send this form with your payment to:

Student Services, AAT, 154 Clerkenwell Road, London, EC1R 5AD.

student member survey

Name

Student Membership no.



Thank you for registering with the AAT. Within the next three weeks we will send confirmation of your registration, your *Student Handbook* and other material which will explain more about your AAT membership.

optional (it won't affect your AAT membership) but the answers you give here help us promote the AAT to new students and help us understand what is important to you as a student member.

In order to help the AAT deliver relevant support to student members during their course, and to help the AAT continue to grow, we would greatly appreciate it if you could also fill in the following survey. It is entirely

As a thank you for your time and help, we will be giving away five book tokens (each worth £10) each month to five prize draw winners who have completed the questionnaire.

THE AAT

How did you first hear about the AAT? (Tick all that apply.)

- Friend/family member told me
- AAT member told me
- Colleague told me
- Line manager/personnel told me
- From my school (e.g. careers advisor/library)
- From a college offering the AAT qualification
- At a careers exhibition
- From an AAT sponsored event
- From a recruitment agency
- From a newspaper advertisement
- From internet search
- From other online site
- None of these, I heard about the AAT first from

Having initially heard about the AAT, how did you find out more about us? (Please tick as many as apply, and the ONE which you found most helpful.)

- | | Yes I did this
(tick all that apply) | I found this most helpful (tick ONE only) |
|---|---|---|
| Asked friend or family for more information | <input type="checkbox"/> | <input type="checkbox"/> |
| Asked colleague why they did AAT | <input type="checkbox"/> | <input type="checkbox"/> |
| Phoned the AAT for a prospectus | <input type="checkbox"/> | <input type="checkbox"/> |
| Looked at the AAT's website | <input type="checkbox"/> | <input type="checkbox"/> |
| Asked my school | <input type="checkbox"/> | <input type="checkbox"/> |
| Contacted college offering the AAT's qualifications | <input type="checkbox"/> | <input type="checkbox"/> |
| Went to open day at college offering the AAT's qualifications | <input type="checkbox"/> | <input type="checkbox"/> |
| Was given information by my employer | <input type="checkbox"/> | <input type="checkbox"/> |
| Visited local careers centre (e.g. Connexions) | <input type="checkbox"/> | <input type="checkbox"/> |
| Visited careers exhibition | <input type="checkbox"/> | <input type="checkbox"/> |
| None of these, I found out more by <input type="text"/> | | |

How would you rate the information which helped you decide whether to do the AAT qualification? (If you can't remember please give a general impression.) Very poor poor okay good excellent

- | | Very poor | poor | okay | good | excellent |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| The <i>Student Guide</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AAT website | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Information on other website | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Advice from school/careers centre | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Advice from college offering the AAT course | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Information from your employer (line manager or colleague) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Information at a careers exhibition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I can't remember, but my general impression was | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

How long after first hearing about the AAT did you register with the AAT as a student member?

- | | | | |
|--------------------|--------------------------|--------------------|--------------------------|
| Less than a week | <input type="checkbox"/> | Less than a month | <input type="checkbox"/> |
| Less than 2 months | <input type="checkbox"/> | Less than 6 months | <input type="checkbox"/> |
| More than 6 months | <input type="checkbox"/> | | <input type="checkbox"/> |

When thinking about your career, what attracted you to accountancy? (Please rank your answers 1 – 6, with 1 being most important.)

- I wanted a career in business
- It gives me more varied job opportunities
- It provides better job security
- It pays better
- It is a respected profession/qualification
- My parents/family wanted me to do it

What attracted you to the AAT's qualifications? (Please rank your answers 1 - 6, with 1 being most important.)

- It's a good stepping stone to chartered accountancy
- The AAT has the only recognised professional accounting technician qualification
- My employer advised me about the AAT
- The local college recommended it
- It has a good reputation – it was the best choice
- I didn't want to go to university

Did you consider any other accountancy qualifications?

- YES NO
- If yes, which ones?

What do you expect the AAT to do for you during your course? (Please rank your answers 1 - 6, with 1 being most important.)

- Offer practical guidance about the course subjects
- Help me get in touch with other AAT student members
- Arrange discounts (e.g. on books or study materials)
- Raise profile of accounting technicians so employers respect the qualification
- Help me find an accounting technician job

EDUCATION

Which of the following apply to you? (Please tick once, against the highest level achieved.)

- I have no formal qualifications
- I have GCSEs (state number achieved)
- I have A-levels/Scottish Highers (state number achieved)
- I have a degree in (state subject)
- I have NVQ(s) in (state subject)

EMPLOYMENT

Are you currently employed?

YES

NO

If NO, are you

Unemployed

Full-time student

At home (e.g. looking after family)

If YES, how long have you been in this job/work?

Less than a year

1-3 years

3-5 years

more than 5 years

Is your current job accountancy related?

YES

If not, what is your current role?

What is your current salary range? (We use this information to track how being AAT qualified can help improve your salary expectations. It also helps us create and monitor the wage watch and salary ranges published in the magazine. Your personal salary details will remain absolutely confidential.)

Under £10,000

£10,001 – £14,000

£14,001 – £18,000

£18,001 – £22,000

£22,001 – £25,000

above £25,000

Where do you expect/want to be in 5 years?

Still have this job

Promoted within same company

Got better job elsewhere

Left full-time work to start a family

Have moved from full-time to part-time work

Have become self-employed

Have changed career

Other

What type of support do you receive from your employer for studying with the AAT?

Days to attend college

Study leave

Payment of college fees

Payment of AAT membership fee

Payment for study aids (e.g. books or accounting magazines)

Help in gathering work experience (e.g. building your portfolio)

By giving me experience in other accounting areas

By coaching/mentoring me during my studies

Monetary rewards/bonuses (for instance for achieving a stage)

Promotion or pay rise upon qualification

None

Does your company regularly send people on an AAT course?

YES

NO

DON'T KNOW

How many people are employed by your company (roughly)?

In the UK

At your site

In your department

Don't know

Whether you are working or not, which THREE of the following statements would you say describe best what you want from a job? (Please indicate your answers 1 - 3, with 1 being most important.)

I look for a job which will pay well

I look for a job where promotion is likely

I want to develop new skills

I like a job which offers lots of variety and change

I don't want a job which harms my social or family life

I want a job where I can work on my own

I prefer my job to be reasonably routine - no surprises!

I want a job where I'm using my own judgement to make decisions

I want a friendly, sociable working environment

I prefer being supervised to managing others

I prefer a job where I can be creative and use my imagination

I want a job where I am respected by my colleagues

ATTITUDES TO STUDYING

For each question, please tick the answer you most agree with:

Do you like studying on your own or do you prefer to learn in a group?

On my own In a group

Do you like doing projects in your own time or do you prefer exams?

Projects Exams

Do you enjoy lectures/being taught or do you prefer reading from a text book at your own pace?

Lectures Books

How many people should be in a learning group?

1 - 5 About 6 About 12 About 20

AT HOME

How often do you read a daily national or local newspaper?

Once per week 2-4 times per week

More Every day

If so which ones?

Daily Mirror Daily Express Daily Mail

Daily Telegraph FT The Independent

The Guardian Local Metro The Times

The Sun

Other local please specify

Other national please specify

Do you read magazines? If so what kind?

Political and current affairs Entertainment-based

Lifestyle and hobby-related Business-related

Please note your favourite magazine

What type of leisure activity do you enjoy?

Socialising (pubs, clubs) Outdoor or indoor sport

Entertainment (e.g. cinema) Reading/learning

Going to the gym Voluntary work

I have no leisure time

Do you own your own home?

YES NO

Flat House

Do you have children?

YES NO

Do you own your own car?

YES NO

where do you study?

To register as a student member, you must be enrolled, or have been offered a place at a college or other approved assessment centre (AAC). Only AACs approved by the AAT can offer AAT qualifications.

An AAC may be a further education college, a private training organisation, a distance learning provider, or it could be your employer. Regardless of which type of establishment you choose, you can be sure that the approval process for AACs means you will receive a high standard of training.

There are a great many AACs offering AAT qualifications (over 450 in the UK and 80 internationally). All of them have undergone rigorous checks prior to being given AAC status, and they continue to be monitored to ensure that they are providing the standards that we expect.

To find an AAC, please check the *AAC List* which can also be found on our website at www.aat.co.uk/aac. The website will also provide you with helpful hints on how to make your choice, including information about distance learning.

how much will it cost?

As a non-profit making organisation, the AAT offers excellent value to its student members, charging only a one-off admission fee, a small student membership fee and examination fees for each paper.

The admission fee is £20, a one-off payment to join the AAT as a student member (not payable if you have previously been registered). In addition to this is the student membership fee of £50, which is renewable each year. Examination fees range from £26 to £30 per paper.

how long will it take?

AAT qualifications are flexible and there are no time restrictions. The AAT encourages you to study at your own pace, allowing you to pursue a full-time or part-time job or other career or personal interests. However, as a rough guideline you might expect to complete each level in about one year. Check with the individual AACs for more information.

The admission fee and student membership fee are payable from 1 September 2003. If you register before that date only a registration fee of £45 is payable.

how will the AAT support you?

The AAT is always there to inform, encourage and support you during your training, and also to offer you continuing support throughout your career.

to meet other AAT student members and accounting professionals in your area. It is a valuable networking resource - and a great way to meet new friends with similar interests.

the AAT branch network

The AAT branch network is a valuable part of the support framework. It provides an extensive programme of useful events. There are currently 48 branches, in 12 regions located across the UK. Each one offers relevant, high-quality and accessible continuing professional development (CPD) opportunities through local and regionally organised events, a large number of which are free.

Events range from short taster and update meetings to more in-depth courses and conferences. The

branch network offers you an opportunity

AAT publications

The AAT produces a number of useful publications, including the monthly magazine *Accounting Technician*, which is full of interesting and relevant information. An online version of the magazine is available at www.accountingtechnician.co.uk

what do you do next?

Registering with the AAT is a simple procedure - you really are just a few minutes away from making the move that could transform your career prospects for the better and set you on a path for a fulfilling and highly rewarding career in accounting.

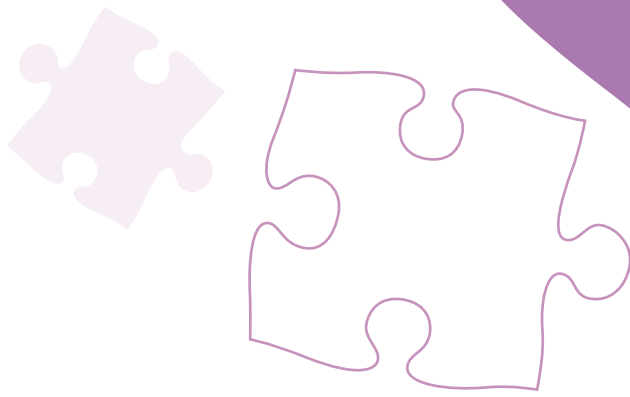
Just follow these steps:

- Choose your approved assessment centre from the AAC list. Call the AAC directly to check availability and fees.
- Fill in the registration form in the centre of this guide.

on-line support

We recognise that the internet is a principal source of information and update our website continually, offering you not only the latest information relevant to your course, but also discussion forums that are easy to use and allow student members

to share tips and experiences with each other. If you have a question about the AAT, its qualifications, its publications or its branches, you will find an answer at www.aat.co.uk or alternatively, you can call Student Services on 020 7415 7644.



- Enclose the admission fee of £20 and the student membership fee of £50 (cheque must be made payable to Association of Accounting Technicians). Payments by credit card are also accepted.
- Send the completed registration form and fee to us at Clerkenwell Road. Within three weeks you will receive your *Student Record*, *Student Handbook* and *Guide on Professional Ethics*, which details how the AAT will support you over the coming months.

...and prepare to take your first steps towards the rewards you deserve!

...and it
doesn't
stop there

Once you have completed your studies, you can progress to AAT full membership. To apply you must complete both the Intermediate and Technician levels of the AAT Accounting Qualification and have relevant work experience. However, if you hold either a UK degree in Accounting or PE1 (or equivalent) from the senior UK accountancy bodies (e.g. ICAEW, ICAS, CIPFA, CIMA or ACCA), we will recognise this for full membership purposes in place of the Intermediate level.

Once you become a full member you will receive a number of invaluable benefits including:

- designatory letters MAAT
- enhanced status and recognition
- access to our Continuing Professional Development scheme

- access to our branch network
- events, seminars and conferences
- careers advice

AAT full membership not only means continuing recognition and support throughout your career, but also entitles you to a range of discounts and services all designed to help in your professional life, and enhance your leisure time through specially negotiated discounts and membership offers. The AAT's website provides more information about the benefits of full membership.

And if qualifying with the AAT gives you a taste for the profession, you can go further. Many student members progress to chartered accountancy via accountancy bodies such as CIPFA, ICAEW, CIMA, ICAS and ACCA all of whom offer exemptions to AAT-qualified accounting technicians.

But whatever you choose to do with your finance career, you will be making the best possible start by choosing the AAT. We'll help you fulfil your potential by developing a successful and rewarding career in finance. The rewards are there - by completing the form and registering with the AAT, you are taking the first step towards reaping them.

progression and exemptions

AAT full membership opens doors to a world of opportunity within the accounting and financial professions. As a full member, there are many career progression options available to you. These include AAT fellow membership and progression to chartered accountancy, and qualifications from other associations. You may be entitled to exemptions from a range of higher qualifications as a result of your AAT full membership.

progression to chartered accountancy

Those qualified with the AAT are eligible for exemptions from the foundation stage exams of all the UK chartered accountancy bodies - CIPFA, ICAEW, CIMA, ICAS and ACCA - as well as a number of other financial and non-financial chartered institutes. (These details were correct at time of printing. Please check with the AAT or with the institutions for subsequent changes.)

The Chartered Institute of Public Finance and Accounting (CIPFA)

Exemption from the whole foundation stage of the CIPFA qualification, plus the Management Accounting paper at Professional Level One and Initial Professional Development.

Tel: 020 7543 5600 Website: www.cipfa.org.uk

The Institute of Chartered Accountants in England and Wales (ICAEW)

The AAT to ACA fast track offers exemptions from Accounting, Commercial Law and Company Law (depending on the AAT units you have taken), leaving a top-up paper and three Professional Stage papers to qualify for the Professional Accountancy Certificate (PAC). Any work experience gained at the Technician level can count towards the first year of work experience needed for the ACA.

Tel: 01908 248 040 Website: www.icaew.co.uk

The Chartered Institute of Management Accountants (CIMA)

Exemption from the whole foundation level of the CIMA qualification.

Tel: 020 7663 5441 Website: www.cimaglobal.com

The Institute of Chartered Accountants of Scotland (ICAS)

Exemption from two of the five subjects from ICAS's Test of Competence level.

Tel: 0131 347 0161 Website: www.icas.org.uk

The Association of Chartered Certified Accountants (ACCA)

Exemption from two ACCA papers if registered on the ACCA Professional Examination Route.

Tel: +44 (0)141 582 2000 Website: www.accaglobal.com



international agreements



The AAT's reputation goes beyond accounting bodies in the UK. The AAT's qualifications are recognised throughout the world and we have a number of reciprocal arrangements with international accounting bodies, so your career could go a lot further than you think. Here are some of the international options open to you:

New Zealand

The arrangement between the AAT and the Institute of Chartered Accountants of New Zealand (ICANZ) means that, should you wish to work in New Zealand, you can undertake a conversion to become a provisional member of ICANZ's College of Accounting Technicians. For more information on how to become a member of ICANZ's College of Accounting Technicians please contact:

Tel: +64 (0)4 474 7840 Fax: +64 (0)4 499 8033 E-mail: registry@icanz.co.nz Website: www.icanz.co.nz

South Africa

The AAT and the Association for the Education and Training of Accountants (AETA) have an agreement which means that AAT full members can gain recognition from AETA in South Africa and join various professional institutes as an accounting technician. For more information please contact AETA on:

Tel: +27 (0)11 615 5510 Fax: +27 (0)11 615 5852 E-mail: info@aeta.org.za

Website: www.aeta.org.za

Australia

The agreement between the AAT and the National Institute of Accountants of Australia (NIA) has resulted in the creation of AAT (Australia) and NIA recognition for AAT full members who want to work in Australia. In the future these benefits will also extend to AAT student members who wish to continue their training in Australia. The agreement means that AAT members will be able to transfer their membership to AAT (Australia). For more information please contact NIA on:

Tel: +61 (3)8665 3114 Fax: +61 (3) 8665 3130 E-mail: natoffice@aat.org.au Website: www.aat.org.au

Alternatively you can contact AAT Members' Services at membersservices@aat.org.uk or on 020 7415 7600 or you can contact AAT Student Services at studentservices@aat.org.uk or on 020 7415 7644.



to progression higher education

More and more qualified accounting technicians are going on to higher education to gain a degree in accounting and finance related areas.

Many universities in the UK will take your AAT qualification into account, meaning you may be able to start at a higher level or skip certain parts of a course.

Check with the university since exemptions vary from place to place.

This page lists some institutions that currently offer exemptions for AAT members. These are for guidance only and should be confirmed directly with the institution. This list is constantly growing so visit our website at www.aat.co.uk/universityexemptions for the latest information.

Northumbria University - direct entry to the one year BA (Hons) Accounting and Finance degree.

Tel: 0191 227 4433

University Of Glamorgan - entry for full members onto the second year of the Accounting and Finance degree.

Tel: 0800 716 925

Oxford Brookes University - entry onto second year of the single honours degree in Accounting and Finance.

Tel: 01865 484 848

Sheffield Hallam University - holders of NVQ/SVQ Levels 2, 3 and 4 will be awarded entry onto the second year of the BA Accounting degree.

Tel: 0114 225 5555

University of Essex - direct entry to the second year of the following degree programmes: BA Accounting, BA Accounting and Economics, BA Accounting and Finance, BA Accounting and Management, BSc Business Management and BSc in Finance.

Tel: 01206 873 333

De Montfort University, Leicester - direct entry to the second year of the BA Accountancy and Finance or joint Accounting and Business programmes.

Tel: 0116 257 7220

South Bank University - NVQ/SVQ Level 3 gains entry onto year one of the BA (Hons) Accounting & Finance programme (three years full time, four years part time). NVQ/SVQ Level 4 gains entry onto year two of the same programme.

Tel: 020 7815 7815

Liverpool John Moores University - entry onto year one, or consideration for entry onto year two of the BA (Hons) in Accounting and Finance.

Tel: 0151 231 3810

University of Portsmouth - direct entry to the second year on any named accounting programme.

Tel: 023 9284 4195

If you are interested in studying at an institution not listed here, please contact Clare Cooper on 020 7415 7558 with details of the course concerned. We will write to the university and ask them to consider your exemptions position.

structure of the AAT accounting qualification

The AAT Accounting Qualification is made up of NVQ/SVQ Levels 2-4. These are National Vocational Qualifications which assess your ability to carry out the actual work of an accounting technician. You will be asked to demonstrate your competence against nationally agreed requirements. The tables which follow show the outline structure of the Accounting Qualification. There are 21 units of competence. Some units are optional; in order to complete the qualification you must demonstrate competence in 16 of these units.

Foundation NVQ/SVQ Level 2 in Accounting	
Unit title	Type of assessment
Recording income & receipts	Skills test
Making & recording payments	Skills test
Preparing ledger balances & an initial trial balance	Skills test and exam
Supplying information for management control	Skills test
Working with computers*	Skills test
Achieving personal effectiveness	Skills test
Contribute to the maintenance of a healthy, safe & productive working environment*	Skills test
Intermediate NVQ/SVQ Level 3 in Accounting	
Unit title	Type of assessment
Maintaining financial records & preparing accounts	Skills test and exam
Recording and evaluating costs & revenues	Skills test and exam
Preparing reports & returns	Skills test
Working with computers*	Skills test
Contribute to the maintenance of a healthy, safe & productive working environment*	Skills test

*The 'Contribute to the maintenance of a healthy, safe & productive working environment' unit is common to all three levels and need only be completed once. The 'Working with computers' unit is common to Foundation and Intermediate and need only be completed once.

Technician NVQ/SVQ Level 4 in Accounting

Compulsory units

Unit title	Type of assessment
Contributing to the management of performance & the enhancement of value	Exam
Contributing to the planning & control of resources	Exam
Managing systems and people in the accounting environment	Project
Contribute to the maintenance of a healthy, safe & productive working environment*	Skills test

Plus any two from the following four units:

Unit Title	Type of assessment
Operating a cash management & credit control system	Skills test
Implementing auditing procedures	Skills test
Preparing business taxation computations	Exam
Preparing personal taxation computations	Exam

Plus any one of the following four units:

Unit title	Type of assessment
Drafting financial statements (accounting practice, industry & commerce)	Exam
Drafting financial statements (Central Government)	Exam
Drafting financial statements (Local Government)	Exam
Drafting financial statements (National Health Service)	Exam

*The 'Contribute to the maintenance of a healthy, safe & productive working environment' unit is common to all three levels and need only be completed once.

the AAT's timetable

Mid February	Student members are notified of the December exam results
Late February	The AAT publish the <i>Data, Tasks and Answers</i> booklets for the previous December's exams
February/March	Entry forms for June exams are sent to student members by the AAT
Early March	Successful Technician level student members automatically receive an invitation to apply for full membership
1 March	The closing date for registration with the AAT if you wish to enter for the June exams
21 March	The closing date for student members appealing their December exam results
15 April	The closing date for submitting entry forms if you wish to sit the exams in June
Mid June	Exams are held
Mid August	Student members are notified of the June exam results
Late August	The AAT publish the <i>Data, Tasks and Answers</i> booklets for the previous June's exams
August/September	Entry forms for the December exams are sent to student members by the AAT
Early September	Successful Technician level student members automatically receive an invitation to apply for full membership
21 September	The closing date for student members appealing their June exam results
30 September	The closing date for registration with the AAT if you wish to enter for the December exams
15 October	The closing date for submitting entry forms if you wish to sit the exams in December
Early December	Exams are held



student guide 2003-2004



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