

AAT Level 2 Certificate in Accounting

Summary

By gaining this Association of Accounting Technicians (AAT) certification, you will demonstrate you have the practical, real-world accounting knowledge sought by employers, not just in the UK but also internationally. The course will provide you with a solid foundation for working in finance by introducing you to a wide range of accountancy principles, techniques and skills, including bookkeeping transactions and controls, and understanding cost recording systems.

Course Provider	Open Study College (OSC) 1760 Solihull Parkway, Birmingham Business Park B37 7YD 0330 433 2876 www.openstudycollege.com
Qualification Accreditation	AAT (Association of Accounting Technicians) Ofqual 603/6338/1
Academic level	Level 2
PET entry requirements	Level 2 English and Maths
Format of course material	Paper-format
Structure of course	<ol style="list-style-type: none"> 1. Introduction to Bookkeeping 2. Principles of Bookkeeping Controls 3. Principles of Costing 4. The Business Environment
Assignments	<p>There are nine assignments to complete and submit.</p> <p>Assignments are to be submitted one at a time so the student can act on any feedback their tutor may give them.</p> <p>Assignments will be marked within 10 working days (but often sooner).</p>
Exam	<p>Three exams (3 external exams and one synoptic assessment tests the learners' understanding of connections between the different topics covered across the qualification).</p> <p>Computer based exams that must be held at an approved AAT assessments venue under controlled exam conditions.</p> <p>Exams are available upon demand at most</p>

	<p>centres apart from the synoptic assessment which is available 2/3 times per month. Each written exam has a 1hr 30 min time limit with the synoptic assessment having a 2 hour time limit.</p> <p>Exam fees not included in the course cost. You can apply to PET to cover the exam cost by submitting an EEE application form. Speak to your distance learning coordinator for more information.</p> <p>This can only be taken upon release or ROTL at an external AAT exam centre.</p> <p>Refer to 'Prison support requirements.'</p>
Estimated completion time	340 hours
Maximum course duration	This course needs to be completed within 12 months. If an extension is required, prison staff to contact the supplier directly.
Prison support requirements	<p>Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost;</p> <p>Help facilitate exam. Support arrangement of exams at local centre.</p> <p>Contact supplier for more info on assignment submission and exam facilitation and exam extension. See contact details are above in the 'Course provider' section.</p>
Supplier tutor's support	<p>There is supplier tutor support available. Tutors will mark assignments and provide feedback and queries which can be submitted by post or email via prison staff.</p> <p>Tutors will respond directly to learners but can send responses into prison staff if preferred. See 'Contact provider' section for more details</p>
Certificate	Yes, students receive a Certificate upon completion.
Progress	<p>Sage Computerised Accounting for Business Level 3</p> <p>To discuss any progression routes, call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).</p>