



AAT Level 3 Advanced Certificate in Bookkeeping

Course Name	Start Date	End Date	Site	Total Fees
Bookkeeping AAT Level 3 Advanced Certificate	18/01/2022	16/12/2022	The Hub	1265.00

Subject Area

Business, HR and Accounting

Course Description

During this course you will be taught three subjects. All units within this qualification are mandatory.

- Advanced Bookkeeping – end of unit assessment
- Final Accounts Preparation – end of unit assessment
- Indirect Tax – end of unit assessment

To be eligible to enter onto the level 3 course, you **MUST** have completed an equivalent level 2 course in accounts (**especially bookkeeping**) or have the relevant experience (**this will be on the course leaders discretion Mary Dobson**). To see if you are able to qualify to enter directly onto the level 3 course, visit www.aat.org.uk and in the search box enter skills test, this will give you 30 questions and will at the end tell you what the appropriate level for your study is. You must provide proof of the results to the course leader, when enquiring.

On completion of the course you should be able to get a job as an Accounts Assistant, Purchase or Sales ledger clerk, or a bookkeeper.

There is no fee remission for this course

If you have to pay the full costs for the course they are as follows:

- 19+ – £1,265

The course fees will include your membership to AAT, all materials for the course and all exam fees for 2 sittings only, (should you not pass any of the exams then the resit costs would have to be paid for by yourself).

There are many ways to pay for the course and this could be done as follows:

- You could get your employer to pay for the course, the college would require a letter from them on company letter headed paper. Just present this to Learner Services when you enrol.
- You could pay by Standing Order. The college would require a deposit.
- You could if you are over 19 apply for a 19+ loan, the details of all would be sent to you on receipt of your application. If you are happy with all the information above and still want to enrol on the above course, please fill out an application form on the Doncaster College website.

If you require any further information please contact Mary McKee on mary.mckee@don.ac.uk or call 01302 553899.

Course Content

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- Advanced Bookkeeping – end of unit assessment
- Final Accounts Preparation – end of unit assessment
- Indirect Tax – end of unit assessment

Duration

19 Weeks

Entry Requirements

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