

## **SUPPORTED SELF STUDY - BOOKKEEPING Prospectus 2018/19**

### **What is included in Supported Self Study?**

Supported Self Study is for students who enjoy working at their own pace but who like to know that extra support is available if they need it.

By enrolling with PASS Accounting we will offer you:

#### An initial meeting

- to discuss your needs and how you wish to approach the level you have selected
- an indication of how long you should spend on each subject

#### Support sessions

- if you decide you need extra targeted support we will arrange a mutually agreed time to meet up in the class room
- we will answer any questions you have and provide extra practice material if needed
- support sessions can last one hour or two – by prior agreement

#### Email support

- if you need brief explanations contact our tutors by email

#### Mock exams

- AAT exams are all computer based and computer marked.
- The AAT has mock exams on its website to help familiarise you with the layout and the types of questions included
- By arrangement you can sit an AAT mock exam with us and we can provide you with detailed feedback from the AAT exams software (note these mock exams are the same as those on the AAT website)
- By arrangement you can choose to sit a paper mock exam with us and we will mark this and give you face to face feedback

## Fees

Enrolment entitles you to support for one level or one year, whichever is the shorter.

Set out below are the fees payable from **1 September 2018** – please note, both the AAT fees and our own will be updated in September each year.

Payable directly to the AAT	
Registration fee – payable when you register online	£44

This entitles you to study any of the AAT short qualifications for a period of one year.

Payable to PASS Accounting	Foundation Certificate	Advanced Certificate
Enrolment fee	£100	£100
Total exam fees	£150	£225
<b>Total</b>	<b>£250</b>	<b>£325</b>

You will also need to purchase your books and we recommend Osborne Books. The tutorials cost £11.70 per subject and the workbooks cost £7.15 per subject.

The best way to buy these is from Osborne online:

*[https://www.osbornebooks.co.uk/aat\\_accounting\\_aq2016](https://www.osbornebooks.co.uk/aat_accounting_aq2016)*

Other fees:

Support session – 1 hour	£30
Support session – 2 hours	£50
Mock exam – computer based	No charge
Mock exam – paper / marked	£50

## Subjects included in each certificate

<b>Foundation Certificate in Bookkeeping (Level 2)</b>	<ul style="list-style-type: none"><li>• Bookkeeping transactions</li><li>• Bookkeeping controls</li></ul>
<b>Advanced Certificate in Bookkeeping (Level 3)</b>	<ul style="list-style-type: none"><li>• Advanced bookkeeping</li><li>• Final accounts preparation</li><li>• Indirect tax (VAT)</li></ul>

## How to enrol

Enrolling is easy – you can:

- download our enrolment form from our website:  
**[www.passaccounting.co.uk](http://www.passaccounting.co.uk)**
- email us and we will send you a copy – either by email or by post
- telephone us and we will send you a copy

Once you have completed the enrolment form – send it back to us either by email or by post and we will contact you to arrange an initial meeting.

## Contact us

Please ring us – we are happy to answer your questions on **01562 740701**

Email us: [info@passaccounting.co.uk](mailto:info@passaccounting.co.uk)

Visit our website: [www.passaccounting.co.uk](http://www.passaccounting.co.uk)

Come and see us!