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The logo for PASS | Accounting features three horizontal bars on the left: a yellow bar on top, a green bar in the middle, and a light blue bar at the bottom. To the right of these bars, the word "PASS" is written in yellow, followed by a vertical bar, and the word "Accounting" is written in blue.

# PASS | Accounting

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**PROSPECTUS  
2020 - 2021**

**ACCOUNTING AND BOOKKEEPING COURSES**

**aat**  
Approved

## The AAT Accounting Qualification

The AAT Accounting Qualification is nationally recognised and well respected in the UK and worldwide. All of our courses are part time and classroom based and our tutors are professionally qualified accountants. You will learn the practical skills and financial expertise to follow a rewarding career in professional accountancy.

The AAT Accounting qualification is made up of three levels:

**AAT Foundation Certificate in Accounting (Level 2)** – this is the introductory level and includes the basics of bookkeeping, elements of costing and using accounting software.

**AAT Advanced Diploma in Accounting (Level 3)** – this is the intermediate level which builds on the skills learnt at Level 2. You'll master more complex financial processes, including final accounts for sole traders and partnerships, indirect tax, reports and returns and professional ethics.

**AAT Professional Diploma in Accounting (Level 4)** – this is the advanced level and covers financial team leader skills, including financial statements for limited companies, complex management accounting tasks, management skills and specialist learning areas.

There are also shorter courses:

- The Foundation Award in Accounting Software (Level 2)
- The Foundation Certificate in Bookkeeping (Level 2)
- The Advanced Certificate in Bookkeeping (Level 3)

## What can you study at PASS Accounting?

At PASS Accounting we offer the following:

<b>The Accounting Qualification</b>	<b>Page</b>
Foundation Certificate in Accounting (Level 2)	3 – 4
Advanced Diploma in Accounting (Level 3)	3 – 4
Professional Diploma in Accounting (Level 4)	3 – 4
<b>Shorter Qualifications</b>	
Foundation Award in Accounting Software (Level 2)	5 - 6
Foundation Certificate in Bookkeeping (Level 2)	5 - 6
Advanced Certificate in Bookkeeping (Level 3)	5 - 6

Courses are held in our training offices on the Worcester Road in Kidderminster. We also offer **Supported Self Study** for students who enjoy the flexibility of learning at their own pace but like to know that extra support is close at hand if they need it.

There are no formal entry requirements for Foundation and Advanced levels however you will need a good level of spoken and written English as well as a fondness and aptitude for working with numbers! The Advanced level qualifications assume that you will have an understanding of double entry and this is learnt at Foundation level.

If you are not sure which level to start on then go to the AAT website and take the AAT Skillcheck at [www.aatskillcheck.org](http://www.aatskillcheck.org)

All of our courses are roll on roll off – this means that you can join the class to start on any subject during the year.

❶ see the separate prospectus for this

## AAT Course Fees

AAT Foundation Certificate in Accounting			
Subject	Tuition fees	AAT exam fee	TOTAL COST
Bookkeeping transactions	£216	£46	£262
Bookkeeping controls	£165	£47	£212
Elements of costing	£155	£47	£202
Using accounting software	£215	£46	£261
Work effectively in finance	£129	-	£129
Foundation Certificate synoptic assessment	-	£50	£50
<b>Complete Level (10% discount on tuition)</b>	<b>£792</b>	<b>£236</b>	<b>£1,028</b>

AAT Advanced Diploma in Accounting			
Subject	Tuition Fees	AAT exam fee	TOTAL COST
Advanced bookkeeping	£426	£46	£472
Final accounts preparation	£279	£47	£326
Management accounting – costing	£381	£47	£428
Indirect tax	£279	£47	£326
Ethics for accountants	£235	-	£235
Spreadsheets for accounting	£235	-	£235
Advanced Diploma synoptic assessment	-	£53	£53
<b>Complete Level (10% discount on tuition)</b>	<b>£1,652</b>	<b>£240</b>	<b>£1,892</b>

AAT Professional Diploma in Accounting			
Subject	Tuition Fees	AAT exam fee	TOTAL COST
Management accounting – decision and control	£465	£46	£511
Financial Statements of limited companies	£465	£47	£512
Management accounting – budgeting	£319	£47	£366
Accounting systems and controls	£319	-	£319
Business Tax	£319	£47	£366
Personal Tax	£319	£47	£366
Professional Diploma synoptic assessment	-	£54	£54
<b>Complete Level (10% discount on tuition)</b>	<b>£1,986</b>	<b>£288</b>	<b>£2,274</b>

AAT fees:

### Payable directly to AAT

	<u>From September 2020</u>	<u>From January 2021</u>
Admission (one off fee on joining)	£48	£49
Re-instatement (one off fee to re-join)	£35	£36
Membership (payable each year)	£99	£101

Exam fees are payable to PASS Accounting and we pay these to the AAT on your behalf. You will also need to purchase work books and your tutors will advise you of these. The cost for books is between £40 and £60 per level.

## The AAT Accounting Qualification (AQ2016)\*\*\*Roll on roll off basis for all levels\*\*\*

<b>AAT Foundation Certificate in Accounting – Level 2 (24 weeks)</b>		
<b>Subject</b>	<b>Start date</b>	
Bookkeeping transactions (BTRN)	W/C 14 <sup>th</sup> September 2020	
Using accounting software (UACS)	W/C 14 <sup>th</sup> September 2020	
Elements of costing (ELCO)	W/C 16 <sup>th</sup> November 2020	
Bookkeeping controls (BKCL)	W/C 16 <sup>th</sup> November 2020	
Work effectively in finance (WEFN)	W/C 11 <sup>th</sup> January 2021	
<b>DAY</b>	<b>WEDNESDAY</b>	<b>9.30 am to 3.15 pm</b>
<b>EVENING</b>	<b>TUESDAY &amp; WEDNESDAY</b>	<b>6.00 to 8.30 pm</b>
<b>Course ends 24<sup>th</sup> February 2021</b>		

<b>AAT Advanced Diploma in Accounting – Level 3 (36 weeks)</b>		
<b>Subject</b>	<b>Start date</b>	
Advanced bookkeeping (AVBK)	W/C 14 <sup>th</sup> September 2020	
Management accounting – costing (MMAC)	W/C 14 <sup>th</sup> September 2020	
Final accounts preparation (FAPR)	W/C 4 <sup>th</sup> January 2021	
Indirect tax (IDRX)	W/C 11 <sup>th</sup> January 2021	
Ethics for accountants (ETFA)	W/C 15 <sup>th</sup> March 2021	
Spreadsheets for accounting (SPSH)	W/C 1 <sup>st</sup> March 2021	
<b>DAY</b>	<b>WEDNESDAY</b>	<b>9.30 am to 4.00 pm</b>
<b>EVENING</b>	<b>TUESDAY &amp; WEDNESDAY</b>	<b>6.00 to 9.00 pm</b>
<b>Course ends 19<sup>th</sup> May 2021</b>		

<b>AAT Professional Diploma in Accounting – Level 4 (44 weeks)</b>		
<b>Subject</b>	<b>Start date</b>	
Management Accounting – Decision & Control (MDCL)	W/C 14 <sup>th</sup> September 2020	
Financial Statements of Limited Companies (FSLC)	W/C 14 <sup>th</sup> September 2020	
Management Accounting – Budgeting (MABU)	W/C 4 <sup>th</sup> January 2021	
Accounting systems and controls (ASYC)	W/C 25 <sup>th</sup> January 2021	
Business Tax (BSTX)	W/C 19 <sup>th</sup> April 2021	
Personal Tax (PLTX)	W/C 19 <sup>th</sup> April 2021	
<b>DAY</b>	<b>THURSDAY</b>	<b>9.30 am to 4.00 pm</b>
<b>EVENING</b>	<b>MONDAY &amp; THURSDAY</b>	<b>6.00 to 9.00 pm</b>
<b>Course ends 15<sup>th</sup> July 2021</b>		

\*\*\* Roll on roll off – this means that you can start on any subject during the year.

## **AAT Shorter courses – AQ2016**

### **AAT Foundation Award in Accounting Software (Level 2) (6 weeks including the exam)**

Using Sage Business Cloud Accounting - you'll learn how to:

- Enter accounting data at the beginning of an accounting period
- Record customer transactions
- Record supplier transactions
- Record and reconcile bank and cash transactions
- Use journals to enter accounting transactions
- Produce reports
- Maintain the safety and security of data held in the computerised accounting system.

### **AAT Foundation Certificate in Bookkeeping (Level 2) (16 weeks)**

This is a short qualification that gives you a thorough foundation in bookkeeping and basic accounting practices, including double-entry bookkeeping. This course is suited to people who:

- Have a natural ability with numbers
- Are already working and would like learn double entry so that they can start on the AAT Advanced Diploma in Accounting
- Are already working in finance and looking to back this up with a qualification
- Want to work in bookkeeping in a larger company's finance department or as an independent professional
- Run their own business and need to do their own bookkeeping.

### **AAT Advanced Certificate in Bookkeeping (Level 3) (32 weeks)**

This qualification develops existing skills and knowledge to an advanced level for anyone wishing to pursue a career in bookkeeping.

You will learn how to prepare financial statements for sole traders and partnerships and will gain a good working knowledge of how VAT works and will be able to prepare VAT returns.

The AAT Advanced Certificate in Bookkeeping offers progression for those who already have bookkeeping knowledge at Foundation level, either to gain employment in a bookkeeping role or to further study.

## AAT Shorter courses – AQ2016

AAT Foundation Award in Accounting Software (Level 2)				
Subject		Tuition Fees	AAT exam fee	TOTAL COST
Computerised accounting using Sage Business Cloud		£215	£46	£261
<b>Day</b>	<b>Wednesday</b>	<b>9.30 to 12.00 pm</b>	<b>Starts W/C 14<sup>th</sup> September 2020</b> <b>6 weeks tuition including exam</b>	

AAT Foundation Certificate in Bookkeeping (Level 2)				
Subject		Tuition Fees	AAT exam fees	TOTAL COST
Bookkeeping transactions Bookkeeping controls		£381	£93	£474
<b>Day</b>	<b>Wednesday for 9 weeks</b> <b>Wednesday for 8 weeks</b>	<b>12.45 to 3.15 pm then</b> <b>9.30 to 12.00 pm</b>	<b>Starts W/C 14<sup>th</sup> September 2020</b> <b>17 week course</b>	
<b>Evenings</b>	<b>Wednesdays for 9 weeks</b> <b>Tuesdays for 8 weeks</b>	<b>12.45 to 3.15 pm then</b> <b>6.00 to 8.30 pm</b>		

AAT Advanced Certificate in Bookkeeping (Level 3)				
Subject		Tuition Fees	AAT exam fees	TOTAL COST
Advanced bookkeeping Final accounts preparations Indirect tax		£984	£140	£1,124
<b>Day</b>	<b>Wednesday for 26 weeks</b> <b>Wednesday for 7 weeks</b>	<b>1.00 to 4.00 pm incl.</b> <b>9.30 to 12 pm</b>	<b>Starts W/C 14<sup>th</sup> September 2020</b> <b>26 week course</b>	
<b>Evenings</b>	<b>Wednesday for 26 weeks</b> <b>Tuesday for 7 weeks</b>	<b>6.00 to 9.00 pm incl.</b> <b>6.00 to 9.00 pm</b>		

### Payable directly to AAT

	<u>From September 2020</u>	<u>From January 2021</u>
Short qualification fee	£48	£49

## 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 confirm your place.

## External candidates – Exam sittings only

We are an approved Computer Based Test centre so can offer external candidates an exam venue. We charge an administration fee of £30 in addition to the AAT exam fee.

We offer different exam sittings – daytime, evenings, Saturday and Sunday mornings.

Contact us for our exam schedule.

## Find us

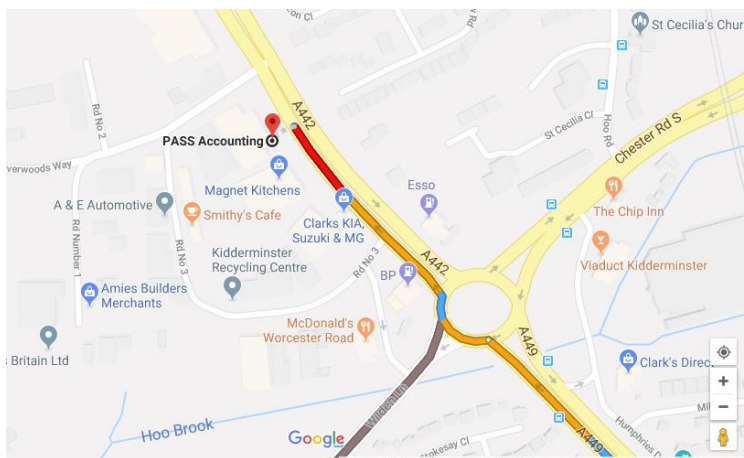
The office location can be seen on the map below.

There are limited free car parking spaces available at the front and the rear of the building. Alternative parking can be sought on the nearby streets.

We are on Google Maps and you can find directions to where we are.

Please note that when using the postcode as a reference in your Satnav, it may not direct you to our location,

When driving from the roundabout on the Worcester Road heading towards Kidderminster, we are on the left-hand side after Magnets and next door to TWS Windows and Doors. Our offices are above 7Dale Motor Factors



## 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!