

SUPPORTED SELF STUDY (AQ2016)

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.
- There are exams in the individual subjects and once all of these have been completed a synoptic exam for each level must be taken.
- This includes topics from each of the individual subjects as well as subjects not individually examined.
- 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**

| Payable directly to the AAT | |
|--|-------------|
| Admission fee | £44 |
| Membership fee (payable every 12 months) | £94 |
| Total payable to AAT when you register online | £138 |

| Payable to PASS Accounting | Foundation Level | Advanced Level | Professional Level |
|----------------------------|------------------|----------------|--------------------|
| Enrolment fee | £110 | £110 | £110 |
| Total exam fees | ❶ £403 | £381 | £457 |
| Synoptic exam prep | £60 | £90 | £120 |
| Total for the level | £573 | £581 | £687 |

❶ Includes 3 months access to Sage Business Cloud Accounting.

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.

Other fees:

| | |
|----------------------------|-----------|
| Support session – 1 hour | £35 |
| Support session – 2 hours | £60 |
| Mock exam – computer based | No charge |
| Mock exam – paper / marked | £50 |

AAT shorter courses

Please see our separate prospectus for the AAT bookkeeping courses:

- Foundation certificate in bookkeeping (Level 2)
- Advanced certificate in bookkeeping (Level 3)

Subjects included in each level (AQ2016)

| | |
|---|---|
| Foundation Certificate (Level 2) | <ul style="list-style-type: none">• Bookkeeping transactions• Bookkeeping controls• Elements of costing• Using accounting software (Sage Business Cloud Accounting)• Work effectively in finance (examined in the Synoptic Exam) |
| Advanced Diploma (Level 3) | <ul style="list-style-type: none">• Advanced bookkeeping• Final accounts preparation• Management accounting: costing• Indirect tax• Spreadsheets for accounting (examined in the Synoptic Exam)• Ethics for accountants (examined in the Synoptic Exam) |
| Professional Diploma (Level 4) | <ul style="list-style-type: none">• Financial statements of limited companies• Management accounting: budgeting• Management accounting: decision and control• Accounting systems and controls (examined in the Synoptic Exam) <p><u>Optional units (not in synoptic exam)</u></p> <ul style="list-style-type: none">• Business tax• Personal tax• Credit management• External auditing• Cash and treasury management |

How to enrol

Enrolling is easy – you can:

- download our enrolment form from our website:
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

Visit our website: www.passaccounting.co.uk

Come and see us!