

## AAT Level 3 Advanced Diploma in Accounting

Location	Stretford Campus
Course Type	Adult
Department	Accounting & Finance
Start Date	Monday 16th September 2024
Duration	Full-time, 1 Year
Time	10:00 - 15:00
Fee	£ 2573.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-AC3D-1200

### Course Overview

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Our level 3 qualification in Accounting offers you the chance to build upon skills gained at Level 2. Through the study of final accounts preparation, management accounting and VAT you will gain confidence in industry practice. In addition, you will gain invaluable skills in spreadsheet software and understand professional ethics in accounting. You will be provided with online resources to support your studies alongside your face to face classroom sessions.

### Course Requirements

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You must be aged 19+. You are expected to have achieved GCSE Maths and English at a grade C or above and a merit at level 2 accounting. You will be asked to complete an initial assessment to ensure your numeracy and literacy skills are sufficient to do well on the course. You will be expecting to be working towards a minimum of a level 2 for both Maths and English to commence the programme.

You must have access to a computer/laptop at home supported by Wi Fi. This is to enable access to all online materials throughout the programme via Microsoft Teams.

### What You Will Learn

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On this Level 3 course, students will become proficient in a number financial process of a greater complexity than the previous levels, such as final accounts for sole traders and partnerships, Professional ethics and reports and returns.

# Assessment

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Examinations per unit

# Progression

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Successful completion of this course to a merit standard alongside excellent attendance will provide you with one of the entrance requirements for the Level 4 AAT Professional Diploma in Accounting.

# Career Options

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The roles you are qualified to perform after completing this qualification include:

Accounts Administrator

Account Assistant

Accounts Payable Clerk

Bookkeeper

Payroll Administrator

Payroll Officer

Purchase/Sales Ledger Clerk

Tax Assistant

Accounts Technician

# Mandatory Units

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Advanced Bookkeeping

Final Accounts Preparation

Management Accounting - Costing

Indirect Tax

Ethics for Accountants

Spreadsheets for Accountants

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.