

Foundation Diploma in Accounting with AAT

This accounting diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT, the professional body for accountancy.



Tel: 020 7256 6668

It's an essential qualification for anyone just starting out on their financial career path looking for junior/entry level positions such as Bookkeeper, Accounts Assistant or Purchase Ledger Clerk for example.

It would also be a useful qualification to gain if you're a business owner wanting to confidently maintain and manage your business finances. No matter what your reasons for studying this qualification, you can be confident you'll gain a level of knowledge that means you can confidently apply your new found skills in any business setting.

Every business needs people with a strong grasp of figures, but these days to be in demand you also need to have the technical know-how to be able to input and report financial information using the latest software. Being able to provide business directors with accurate and timely reports and data analysis is crucial.

Whether you've already got basic skills or are venturing into the world of finance for the first time, this qualification could be the rocket to really launch your career in accounts.

This powerful diploma combines the excellence of Pitman Training's reputation and practical learning with industry leading knowledge from AAT (The Association of Accounting Technicians), the professional awarding body for accountancy.

There are a number of career and training progression options available from this qualification. If you hold a career goal of working as an Accountant or Management Accountant for example, from here you could opt to continue your studies and seek to obtain an **Advanced Diploma in Accounting** qualification and then fully consolidate your skills and really take them to the top level with a **Professional Diploma in Accounting**.

Climb the career ladder

This is a fantastic diploma for those who wish to gain the skillset required to work in the financial industry. You'll study a range of courses including manual bookkeeping, Sage, costing, along with gaining invaluable spreadsheet knowledge.

Not only will you gain the essential knowledge and understanding of basic accounting procedures, on successful completion you will be able to present your accounting qualification to potential employers and be confident in the knowledge that you've put yourself in the best possible position to climb the accounting career ladder.

This diploma holds valuable skills for any accounting professional. Whether working within a large or small organisation, or as a consultant or self-employed accountant, the skills learnt here are valuable to all. Small business owners who look after their own finances also find this diploma hugely beneficial.

For the duration of your studies you'll gain access to MyAAT the online AAT study support site with resources, study guides, practice assessments etc. Once you've successfully completed your training you'll gain a Pitman Training certification and then be well placed to gain the **AAT Foundation Certificate in Accounting** qualification.

Aims and Objectives

Packed full of practical training the Foundation Diploma in Accounting with AAT is your blueprint for building a successful career in finance and holding such a prestigious qualification can open up many doors.

If you are looking to gain an initial AAT qualification, this is a great starting point. Once you've completed your course you will be ideally positioned to go on and undertake the relevant AAT qualification examination to gain a **Foundation Certificate in Accounting** (previously Level 2 Certificate in Accounting).

Pre-Requisites

There are no formal pre-requisites required.

Career Path

This course is ideal if you're looking for a career in accounts and finance, working as an Accounts Assistant or Bookkeeper for example. From here, you could progress to undertake the AAT Level 3 qualification which could lead to careers as an Accountant, Management Accountant, Finance Manager.



CPD Points 220

(Awarded CPD points upon successful completion).

Core Courses

Bookkeeping Level 2 - Module 1

Includes the double entry system, the basics of VAT, creating sales invoices, general ledger, purchase and sales ledgers, cash and petty cash books, and balancing the cash book, petty cash book and ledger accounts, preparing a trial balance.

Bookkeeping Level 2 - Module 2

Includes bank reconciliation, sales and purchase ledger control accounts, using the journal to account for contra entries and bad debt, checking invoices for accuracy, accounting for payroll in the accounts, preparing statements of account, reconciliation of statements of account, paying invoices falling due and using information from within the double entry system to prepare a VAT Return.

Bookkeeping Level 2 - Module 3

Includes preparing a trial balance from the ledger accounts, using the journal to start up a new set of double entry accounts, account for bad debts with associated VAT, correct errors and clear the suspense account, calculating depreciation, extending the trial balance, calculating profit or loss, preparing a profit and loss account and balance sheet, closing off the ledger accounts

Sage 50 Accounts

Convert your manual bookkeeping skills to computerised accounts using the most popular software.

Elements of Costing

Learn about the cost recording system within an organisation; using cost recording techniques; learn how to provide information on actual and budgeted costs and income.

Work Effectively in Finance

Learn the finance function within an organisation; use personal skills development in finance; produce work effectively; learn about corporate responsibility, ethics and sustainability within organisations.

Excel

Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.

or Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.



Elective courses (choose two)

- Payroll Principles
- Sage 50 Payroll
- Understanding Business Accounts
- Time Management
- Effective Business Communication
- Introduction to Business Structure and Law
- Access
- Outlook
- Word
- Word Expert
- Health and Safety Essentials
- Numeric Data Entry

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

City of London: Salisbury House, London Wall, London, EC2
Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668 Web: www.pitmanlondon.co.uk



Guideline Learning Time

220 hours flexi study or 9 weeks full-time
(Full-time based on approx 20-30 hours a week)

The AAT recommends a total study time of 340 hours
To take advantage of the full range of accompanying learning resources, we recommend a study timeline of 18 months.