

PROFESSIONAL
SKILLS FOR
BUSINESS GROWTH



WHAT IF
we train them and
THEY LEAVE?



WHAT IF
WE DON'T
and they stay?

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AAT – DELIVERING **FINANCE SKILLS THAT ADD VALUE**

AAT training increases the effectiveness of people at the centre of successful businesses. We work with a wide variety of organisations such as Baker Tilly, Morrisons, the Ministry of Defence and small to medium sized businesses to develop skilled finance teams, and we're ready to help your business too.

Founded in 1980, we are the UK's leading professional accountancy body offering skills-based qualifications in accounting and finance.

Over 100,000 people study AAT qualifications every year, from companies and organisations of all sizes, across all industry sectors. We have built our reputation by offering cost-effective training that works for employers, not just employees.

How AAT works for you and your staff

We offer practical, vocational training that not only turns employees into experts, but will help you increase staff productivity and motivation.

By supporting your staff to train with AAT, you can:

- attract, develop and retain the best people
- improve the management of cash flow and finance – the lifeblood of your business
- stay one step ahead through continuous professional development
- project a credible, authoritative image to partners and clients
- achieve all this without disruption to the daily management of your business.

"I know the practical and tangible benefits AAT trained staff bring to a company..."

I know that AAT qualifications start with the basics and ensure a comprehensive understanding of the essentials. Bookkeeping, control accounts and costing are all crucial skills for any accountant."

Mike Copping

Financial Controller, Cyber-Duck



FIVE WAYS WE CAN HELP YOU GROW YOUR BUSINESS

We deliver expertise where it's needed most

- 1** Our qualifications give your staff the skills to manage cash flow, chase debtors more effectively and keep your business on a secure financial footing. This makes a big difference to the core of your business, and your bottom line.
-

We help you attract and retain the best talent

- 2** We all feel more empowered and motivated when we have the chance to develop our skills and move our careers forward. By investing in training, you can increase the value of your workforce and demonstrate your commitment to their career progression.
-

We deliver practical skills that make a difference

- 3** From their first day of training, AAT students will learn techniques and processes that they can apply directly at work. With a focus on communication skills and professional ethics throughout the qualification, students will be better prepared for the challenges they'll face in the workplace.
-

We work around you

- 4** Flexibility is fundamental to AAT because it's all about helping your staff to study while contributing effectively to your business. This extends to the delivery of our qualifications with part-time and distance learning options offered at over 500 training providers across the UK.
-

We keep you one step ahead

- 5** Every AAT professional member commits to ensuring their long-term effectiveness through continuing professional development. So you can be sure your employees are up to date in terms of knowledge and skills, giving your company a competitive edge that makes all the difference.

TRAINING SOLUTIONS FOR YOUR BUSINESS

You'll already be aware of how important it is to have an efficient, well-trained finance team. We support both large and small businesses to increase productivity, maximise resources and save on recruitment costs by developing a tailored training solution.

Whether you're looking at recruiting new talent or upskilling your existing staff, we'll work closely with you to design, develop and implement a programme to suit the needs of your business, ensuring our qualifications continue to be valued for recruitment and staff development.

School leaver programmes

Developing a school leaver programme allows you to create a pipeline of talented, loyal individuals who you can nurture and mould into the perfect employees with a firm grounding in essential accounting skills.

Giving school leavers a head-start not only helps with social mobility, it makes good business sense too, providing a sustainable and cost-effective recruitment scheme. The likes of KPMG, Baker Tilly and Kent County Council have all set up school leaver programmes in the form of apprenticeships, and have reaped many rewards including funding to cover tuition and assessment fees.

We'll work closely with you in setting up a school leaver programme and connect you with local schools to find high quality school leavers looking for an alternative to university – those seeking to gain valuable work experience while they learn.

Filling the skills gap in your business

You may consider recruiting new staff or expanding your finance team to fill the skills gap in your business. There are thousands of people looking for a new opportunity, from people who are currently studying AAT qualifications to those looking to launch their accounting and finance career – you'll be spoiled for choice when it comes to finding the right people for your workplace.

You may already have a talented finance team in place who would benefit from our training. If you have staff who need to increase their finance knowledge and skills, we can work with you to develop a programme to do just that. Whether you're looking to improve the performance of a few individuals or an entire finance team, our range of courses will equip your staff with the expertise to increase their effectiveness and improve efficiencies across the business. By investing in the professional development of your staff, you'll keep motivation levels high and be sure to retain your top talent.

AAT ESSENTIALS

– ONE-DAY FINANCE TRAINING PROGRAMMES

AAT Essentials are one-day finance training programmes designed to help you meet your business needs and objectives.

They're ideal for finance and accounting professionals, as well as non-finance staff looking for a better understanding of key financial processes.

AAT Essentials deliver practical skills that can be applied immediately, to help you manage your business finance more effectively, improving performance and increasing productivity.

Training programmes are delivered to suit you. For large groups of staff that require the same training, we can hold programmes in-house at your offices, or at an external location.

AAT Essentials training programmes include:

- Budgeting
- Effective budgeting and cost control
- Finance for non-financial managers
- Financial reporting update
- Making sense of financial documents
- Management reporting for modern-day finance
- Managing cash flow – keeping your business healthy
- Strategic management accounting
- Tax update

To find out more and book, visit aat.org.uk/essentialstraining

QUALIFICATIONS

AAT Accounting Qualifications

AAT Accounting Qualifications will provide your employees with practical accounting and financial knowledge and skills, while also developing their grasp of business. Achieving these qualifications will give them a firm grounding in accounting that will make a real difference to your finance team and your business.

The AAT Accounting Qualifications cover three different levels, each one a qualification in its own right. This gives you the option to train your staff to the level that you need for your business or support them right through the completion of all three qualifications.

View the full details online at aat.org.uk/qualification

Foundation level

The Foundation Certificate introduces a range of basic accounting principles and techniques, making it suitable for people new to finance looking to develop knowledge and skills beyond a basic level. This qualification covers techniques such as costing and double-entry bookkeeping to using accounting software.

Upon successful completion of this qualification, your staff will be awarded the Foundation¹ Certificate in Accounting.

Accounting and finance job roles:

- Accounts Administration
- Accounts Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator
- Purchase/Sales Ledger Clerk
- Tax Assistant/Trainee
- Trainee Accounts Technician

AAT Accounting Qualifications



¹ Foundation, Advanced and Professional equate to UK Levels 2, 3 and 4 or Levels 5, 6 and 8 in Scotland.

Advanced level

The Advanced Diploma covers a range of complex accounting tasks, including maintaining cost accounting records and preparation of reports and returns. Completing this qualification will enable your staff to master accounting disciplines such as financial processes, advanced bookkeeping and final accounts. Complemented with the understanding of professionalism in the workplace and the importance of ethical practices for accountants, you'll have a skilled member of staff ready to take their training to the next level.

Upon successful completion of this qualification, your staff will be awarded the Advanced Diploma in Accounting. They'll also be qualified to apply for professional membership of AAT as an AAT Bookkeeper, gaining the designatory letters AATQB after their name.

Accounting and finance job roles:

- Accounts Payable Clerk
- Assistant Accountant
- Audit Trainee
- Professional Bookkeeper
- Credit Controller
- Finance Assistant
- Corporate Recovery Analyst
- Payroll Supervisor
- Tax Assistant

Professional level

The Professional Diploma will allow your staff to become proficient in delivering high level accounting tasks. They'll receive training in drafting financial statements, managing budgets and evaluating financial performance. They'll also have the opportunity to specialise in areas from tax to auditing and credit control.

On completion of this qualification, your staff will be perfectly placed to become an AAT full member and gain the designatory letters MAAT after their name, giving them the professional recognition they deserve. They'll also be in good stead to continue their studies on to chartered accountancy.

Upon successful completion of this qualification, your staff will be awarded the Professional Diploma in Accounting.

Accounting and finance job roles:

- Accounting Technician
- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Commercial Analyst
- Cost Accountant
- Fixed Asset Accountant
- Indirect Tax Manager
- Payments and Billings Manager
- Payroll Manager
- Senior Bookkeeper
- Senior Finance Officer
- Senior Fund Accountant
- Senior Insolvency Administrator
- Tax Supervisor
- VAT Accountant

BOOKKEEPING QUALIFICATIONS

Our range of bookkeeping qualifications cover key skills for finance roles from Clerical Assistants to Senior Bookkeepers and Accounts Managers, providing staff with the core principles of bookkeeping with the opportunity to develop their understanding of accounting software. These qualifications can be used as building blocks towards AATs professional bookkeeper status (AATQB).

Access Award in Bookkeeping

This qualification offers an introduction in manual bookkeeping skills. Providing your staff with the essential skills and basic techniques needed to undertake single-entry bookkeeping and other simple bookkeeping activities, while introducing the role of a bookkeeper.

Access Award in Accounting Software

Providing an introduction to accounting software, this qualification enables your staff to become confident in completing routine accounting tasks on any accounting software package.

These Access qualifications would be suitable for staff looking to gain or already holding jobs such as:

- Cashier
- Clerical Assistant

Foundation Certificate in Bookkeeping

This qualification is designed to enhance your staffs' bookkeeping skills and knowledge. Your staff will learn fundamental bookkeeping skills such as transaction procedures and double-entry bookkeeping, increasing their financial confidence.

Foundation Award in Accounting Software

This qualification is perfect for your staff looking to gain a broader understanding of accounting software. They'll gain the skills and knowledge needed to enter accounting transactions and perform reconciliations, correct errors and produce reports, while maintaining the security of accounting information.

Foundation qualifications would be suitable for staff looking to gain or already holding jobs such as:

- Bookkeeper
- Accounts Clerk

Advanced Certificate in Bookkeeping

The Advanced Certificate in Bookkeeping is ideal for staff looking to further develop their understanding and knowledge of bookkeeping. Covering double-entry bookkeeping, financial statements and indirect tax, means you'll have skilled bookkeeping staff able to manage and control your organisation's finances more effectively.

The Advanced qualification would be suitable for staff looking to gain or already holding jobs such as:

- Professional Bookkeeper
- Senior Bookkeeper
- Accounts Manager
- Ledger Manager

On completion of the Advanced Certificate in Bookkeeping your staff will be eligible to apply for AAT bookkeeping membership and achieve AATQB status.

Professional Bookkeepers could expect a salary range of £16,000–£22,000¹.

¹ Figures based on 2015 Hays salary guide.

BUSINESS SKILLS QUALIFICATION

AAT Access Award in Business Skills

This new qualification from AAT is a great opportunity to provide your staff with the fundamental skills and knowledge to enable them to successfully integrate with your business.

The qualification focuses learning on three key areas of business:

- how to use numbers and data within business
- the importance of accurate sales and purchase records in business
- how to prepare for the professional environment.

Through this qualification your staff will develop these practical business skills making it a perfect introductory qualification for all your staff, not just accounting teams.

“We see real value in our clients accessing AAT qualifications. The skills and knowledge they develop alongside the value the qualifications hold with employers means that our clients are seeing genuine progression into sustainable employment.”

Brian McKeown

Employer and Skills Lead, Department for Work and Pensions

AAT ACCOUNTING APPRENTICESHIPS

With an AAT accounting apprenticeship, your employees can develop skills and experience tailored to the needs of your business, while having access to our globally recognised Accounting Qualifications.

The AAT Assistant Accountant and Professional Accounting Technician Apprenticeships draw on the units of our Advanced and Professional Accounting Qualifications – providing your apprentices the practical, technical and professional skills to develop themselves and your business.

As an Apprentice Assessment Organisation (AAO) we're set up to support your AAT apprentice through the knowledge learning and assessment requirements of the new Apprenticeship Standards¹.

Using our tried and tested synoptic assessments for the apprenticeship End Point Assessment (EPA), your apprentice has the opportunity to demonstrate competence in tackling business related tasks through typical role activity simulation.

1 Trailblazer Apprenticeship Standards will only be available in England. We will support EPA delivery for alternative route apprenticeships.

You can find the latest information on current apprenticeships at aat.org.uk/apprenticeships and get information on the upcoming changes by visiting aat.org.uk/trailblazer

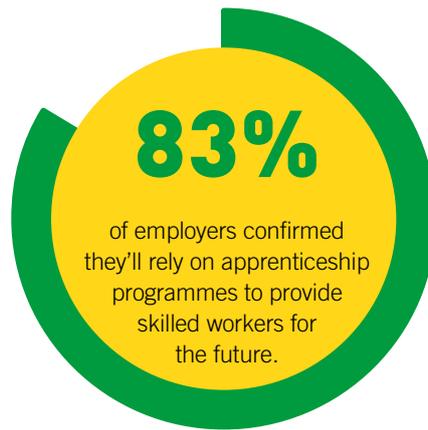
“Our 360° Apprenticeship programme give apprentices the opportunity to gain a really diverse range of experience.

When this is coupled with the knowledge they gain from studying the AAT Accounting Qualifications, the apprentices are well equipped to tackle the breadth of the modern accounting industry.”

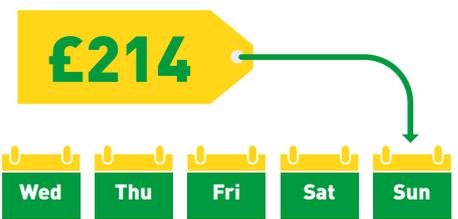


Kathryn Roberts

Senior Manager of KMPG360° Qualifications Training, KPMG



Almost **9 in 10 employers** that take on an apprentice report benefits to their business.



Businesses report an average increase in productivity of **£214 a week** when they hire apprentices.

Apprenticeships – why they make business sense

They're cost effective

Apprentices are a really cost-effective way to both hire and train staff. You could receive contributions towards training costs from the government and the recruitment process is typically simpler than hiring a regular employee, meaning it tends to be less expensive.

The apprenticeship levy

If you've got a payroll of £3m + you'll need to pay an apprenticeship levy of 0.5% of your wage bill. You'll be entitled to claim back up to £9,000 per apprentices to cover the cost of training. Non-levy payers can claim up to £8,1000 per apprentice to cover training costs.

They can make your business more productive

Apprentices tend to be keen to advance and eager to impress their employers, which leads them to be more productive. They can also encourage other workers to work more efficiently too.

They add value to your business, right away

Apprentices start working and contributing to your business from day one, alongside their training. A third of employers say that they can have a positive effect on the company within just a matter of weeks.

They ensure employees have the skills you need

Apprenticeship frameworks are all designed with input from employers, so they equip people with the skills that businesses actually need. Apprenticeships are also flexible and can be tailored to specific job roles, helping to meet the needs of your business and fill its skills gaps.

They lead to a motivated, committed workforce

Giving someone a job at the start of their career and equipping them with the skills and qualifications they need to advance up the ladder encourages loyalty, leading to a committed, motivated workforce.

COST-EFFECTIVE AND FLEXIBLE TRAINING

Flexibility to suit any work schedule

Flexibility is key to AAT – our flexible qualification structures help your staff to develop their skills while contributing effectively to your business.

All our assessments are computer based, and with assessment dates published on an annual basis this allows you to manage time and resources depending on workload, absence and availability.

We also have a network of over 500 training providers across the UK, offering part-time and distance learning options to suit you and your staff.

Fees and funding

We know that implementing training requires a commitment in terms of finance and time, and we're confident your investment will be a worthwhile one.

What's more, funding might be available to support the cost of training.

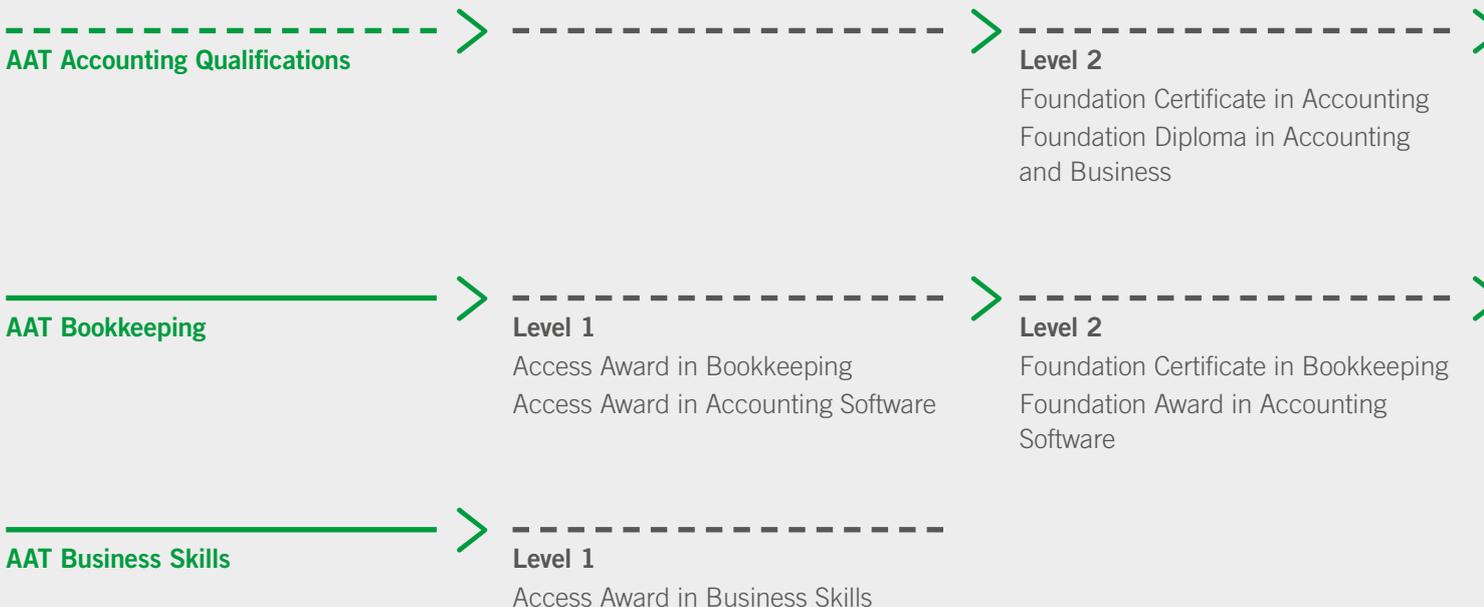
Costs are broken down into two main categories:

- training provider fees¹ – paid to the training provider to cover tuition and sometimes course materials
- AAT fees – paid to AAT and includes admission, membership and assessment fees.

More information on fees and funding can be found on our website at aat.org.uk/fees

¹ Fees vary.

AAT qualifications



PROGRESSING TO AAT PROFESSIONAL MEMBERSHIP

Professional membership of AAT offers your staff the recognition they deserve for their achievements, and demonstrates a commitment to keeping their skills up to date.

Why professional membership?

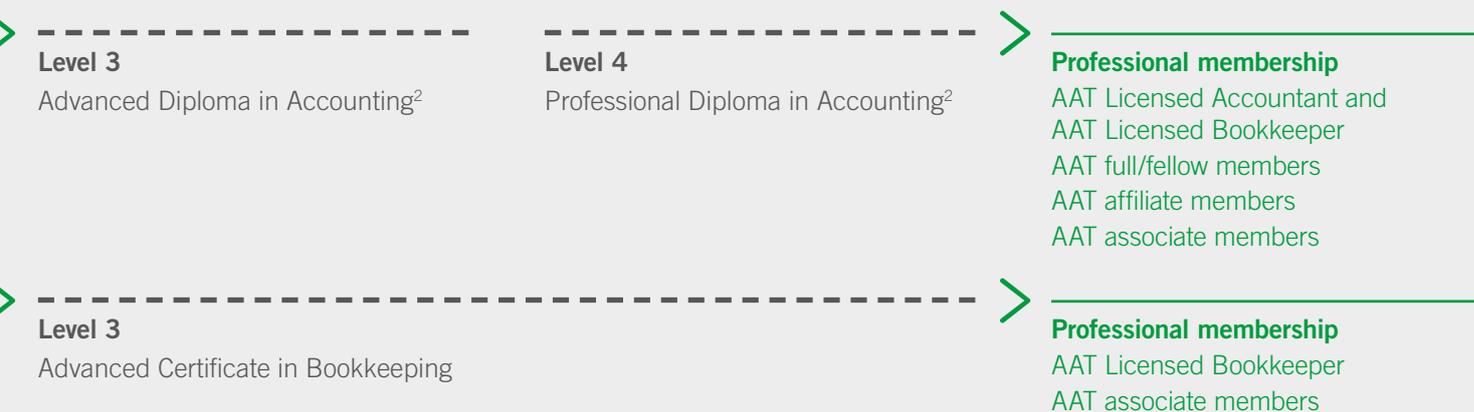
When your staff member becomes an AAT professional member, they commit to lifelong learning through our continued professional development (CPD) framework. They'll keep their skills up to date and their knowledge fresh for the workplace, giving your company a competitive edge.

We provide a wealth of exclusive support for our members' CPD – from free and discounted training events, to technical and ethical helplines, podcasts and email updates.

AAT professional memberships

On completion of the Advanced level of the AAT Accounting Qualifications, your staff members can gain a professional status by becoming an AAT Bookkeeper, using the letters AATQB after their name.

On completion of the Professional level, your staff have the opportunity to apply for AAT full membership. AAT full members can use the internationally recognised MAAT after their name, giving them the professional status that reflects the skills they've gained. After five years as a MAAT and with senior and managerial work experience, your staff can apply for fellow membership, FMAAT.



² Qualifications sit perfectly with the new Apprenticeship Standards.

OPTIONS AFTER QUALIFYING

Fast-track to chartered accountancy

The AAT Accounting Qualifications are the perfect foundation for further training, and they provide generous exemptions to further study with all of the UK chartered and certified accountancy bodies.

AAT is the fast-track, non-graduate route into chartered accountancy. In fact, it's the only professional qualification that gives your staff a quicker route to chartered status.

Progression to university

Once your staff have qualified they can continue their training on a graduate programme. With degree-pathways at over 30 UK universities, the AAT Accounting Qualifications provide excellent exemptions on a range of accounting and finance-related degrees.

"The TUI group actively encourages learning and development among staff..."

AAT qualifications provide the flexibility to allow staff to study and bring their untapped talent to the surface, while keeping informed about the opportunities and roles available across the TUI group. There's a really big benefit for us in encouraging staff to study."



Sharon Bessell
Financial Controller, TUI Group

AAT EMPLOYER ACCREDITATION

AAT's accredited employer scheme recognises the significant role that employers have in the professional development of AAT student and professional members through ongoing training and support.

As an AAT accredited employer – a sign of excellence – you are recognised for your provision of valuable training and development for your AAT members. This enables you to demonstrate your commitment to the development of your workforce and send out the right signals as an employer.

The scheme is free to join and open to everyone who employs one or more AAT students or professional members, from small and medium businesses to large multinational organisations.

An additional benefit to being an accredited employer is that your AAT professional members will automatically meet their mandatory CPD requirements for maintaining their MAAT/FMAAT status, simply by following your internal training and development processes.

“Students have a better understanding of the consequences of their actions on the accounts as a whole. What's more, AAT members are more motivated and committed to keeping their skills up to date.”

Jennifer Metcalfe MAAT

External Reporting Manager and Finance Training Manager,
Morrisons Supermarkets

YOUR NEXT STEP



I want to develop an AAT training programme for my business

1. Visit aat.org.uk/mybusiness to find information on AAT training for your business.
2. Call us on **+44 (0)20 3735 2415 (option three)** to arrange a consultation to discuss the training options to suit your business needs.



I'm ready to upskill my finance staff and register them as AAT student members

1. Ask your staff to complete the AAT Skillcheck at aatskillcheck.org This will provide guidance on the recommended level for your staff member to begin their training, based on their skills and knowledge.
2. Select a training provider, you can start your search at aat.org.uk/trainingproviders
3. Register your staff as AAT student members at aat.org.uk/register



I want to recruit new finance staff and start them on AAT training

1. Advertise your trainee vacancies.
2. Select a training provider, you can start your search at aat.org.uk/trainingproviders
3. Register your staff as AAT student members at aat.org.uk/register

And if you're taking on an apprentice:

4. Find more information from the relevant apprenticeship organisation for your region:
 - for England visit the National Apprenticeship Service at apprenticeships.org.uk
 - for Wales visit the Welsh Government at wales.gov.uk/apprenticeships
 - for Scotland visit Skills Development Scotland at skillsdevelopmentscotland.co.uk
 - for Northern Ireland visit the Department for Employment and Learning at delni.gov.uk

ANY QUESTIONS?

Contact us today to find out more about AAT and our qualifications.

Call us on **+44 (0)20 3735 2415 (option three)** to arrange a consultation to discuss the training options to suit your business needs, or email **regional.support@aat.org.uk**



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Association of Accounting Technicians
140 Aldersgate Street
London
EC1A 4HY