

FOUNDATION

AWARD IN
**ACCOUNTING
SOFTWARE**

LEVEL 2

aat

The AAT Foundation Award in Accounting Software

Who should choose to study this qualification?

The AAT Foundation Award in Accounting Software provides an entry point for anyone wishing to start a career in accountancy or finance. It may also support career progression for those already in employment by formally recognising their skills in using accounting software.

In the modern business environment, processing data and information into accounting software is a necessary task in most finance roles. The purpose of the AAT Foundation Award in Accounting Software is to provide students with the knowledge and skills needed to carry out typical bookkeeping transactions and tasks using accounting software confidently.

This qualification is suitable for those already working in finance, those returning to work after a break or those wishing to change career. The qualification is open to those who are working and those who are not currently in employment. It also offers progression for students who have already started studying accounting software with AAT.

AAT does not set any prerequisites for the study of the AAT Foundation Award in Accounting Software. However, for the best chance of success, we recommend that students begin their studies with a good standard of English and maths.

Why choose this qualification?

Students who wish to build their practical skills quickly should choose the AAT Foundation Award in Accounting Software. This qualification allows students to develop specialised skills or to gain recognition for the skills that they already have.

Studying this qualification will give students confidence in using accounting software. This may support them in entering employment or in improving their career prospects. The qualification may help students to enter a financial administration role, help them to gain a promotion or give them the skills to support the financial processes within their own business.

This qualification would be an ideal next step for students with experience in manual bookkeeping or for those who have already studied the use of accounting software with AAT before progressing on to other AAT bookkeeping or accountancy qualifications.

The AAT Foundation Award in Accounting Software will take approximately six weeks to complete, but this will depend on the study method and course timetable.

What does the qualification cover?

The purpose of the AAT Foundation Award in Accounting Software is to ensure that students have the data processing and accounting software skills necessary for most finance roles. Students will gain the knowledge and skills needed to carry out typical bookkeeping transactions and tasks using accounting software in one mandatory unit (45 guided learning hours).

The qualification is composed of a single mandatory unit, assessed in a single end-of-unit assessment:

- Using Accounting Software.

A student completing this qualification will develop practical accountancy skills in entering accounting transactions into accounting software and performing bank reconciliations. Students will understand the main features of accounting software and be able to enter information correctly. They will set up general ledger accounts for new and existing businesses and process typical bookkeeping entries. These will include processing sales and purchase documentation, recording bank and cash entries, and carrying out bank reconciliations. Students will also learn how to produce reports using the software and understand the purpose of these reports.

It is good practice for students to work with employers while studying. This could include work experience or placements, working on projects or exercises set or supervised by those working in the industry, or by attending masterclasses or guest lectures by people working in accounting.

Employers also contribute to the development of AAT qualifications. A student who passes an AAT assessment is passing a test of real workplace skills, set in a real workplace context and reviewed by practitioners and industry experts.

3.4 What will this qualification lead to?

The skills developed by studying this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning.

A student completing this qualification will be able to use an accounting software package to perform accounting transactions. They will understand how to process financial information in accordance with set procedures and schedules and how to provide information to colleagues, suppliers and/or customers as required. The AAT Foundation Award in Accounting Software can lead to further study in bookkeeping or accountancy or to employment as:

- a clerical assistant
- a trainee bookkeeper
- an accounts clerk
- a finance assistant
- an accounts administrator.

The AAT Foundation Award in Accounting Software is not part of an apprenticeship.

How can this qualification lead to other AAT qualifications?

At Foundation level, AAT offers a Short Qualification in manual bookkeeping, the AAT Foundation Certificate in Bookkeeping, and two larger Accounting Qualifications: the AAT Foundation Certificate in Accounting and the AAT Foundation Diploma in Accounting and Business.

Students completing the AAT Foundation Award in Accounting Software may wish to complete the Foundation Certificate in Bookkeeping alongside it as a complementary qualification. This will give them an understanding of both manual bookkeeping and the practical use of accounting software. If students wish to continue studying and choose to complete one of the full AAT Accounting Qualifications, their Short Qualification achievement/s may be transferred to the larger qualifications.

Who supports this qualification?

AAT qualifications are recognised and valued by employers as vocational and technical qualifications that effectively prepare students for the world of work and for working specifically in accountancy and finance roles. Completing an AAT qualification also demonstrates to an employer that a student not only has technical and professional skills, but that they are also committed to developing their skills and knowledge.

Throughout the qualification development process, AAT works with employers in the accountancy and finance sector to consult on the content, structure and assessment of our qualifications in order to ensure that the skills developed while studying an AAT qualification are those that are valued by employers.



Confronted with the need to learn accounting software skills after the departure of a work colleague, studying AAT helped me step up to the responsibility.

Joanna Bekircan Student