I would like to present a training proposal that will contribute significant benefits to <insert your business name> and bolster my own personal development.

**How will the business benefit?**

Investing in my training will:

* boost and enhance my current skillset
* ensure my skills are fresh and relevant in a changing landscape
* underpin my knowledge with a professional qualification
* provide a platform for me to develop and grow within the business.

Having researched various options, I believe the skills developed by the AAT Accounting Qualification match both my job role and development goals.

**About AAT**

* The UK’s leading professional accountancy body.
* Award internationally recognised skills-based qualifications in accounting and finance.
* Over 130,000 members worldwide, working in thousands of companies and organisations of every size and sector.
* Sponsored by the UK’s leading chartered accountancy bodies CIPFA, ICAEW, CIMA and ICAS.

Below are some of the high profile organisations who employ AAT trained staff. You can also [watch this short video](https://www.youtube.com/watch?v=8j0BUPtg0Rk) which explains how their training works.



**AAT Accounting Qualifications**  
AAT’s highly established, industry recognised accounting and finance qualifications consists of three levels – foundation, advanced and professional.

[Foundation Certificate in Accounting (6 -12 months study)](https://www.aat.org.uk/accounting-apprenticeships/what-youll-learn) Covers double entry bookkeeping, basic costing principles and using accounting software.[Advanced Diploma in Accounting (6-12 months study)](https://www.aat.org.uk/accounting-apprenticeships/what-youll-learn)   
Covers advanced bookkeeping, final accounts and ethical practices for accountants.  
  
[Professional Diploma in Accounting (6-12 months study)](https://www.aat.org.uk/accounting-apprenticeships/what-youll-learn) Covers drafting financial statements, managing budgets and evaluating financial performance (optional specialist units include business tax, personal tax, external auditing and credit management and cash and treasury management).

**How does it work?**

Each AAT Accounting Qualification can be studied either by classroom study (usually one or two classes a week) or from home by distance learning (own pace of study). Depending on study method it will take between 6 and 12 months to complete each qualification.   
  
[Here’s some more information on how it works](https://www.aat.org.uk/train-your-staff/aat-qualifications/qualifications-information/how-aat-training-is-delivered-and-assessed)  
  
**How much will it cost?**

AAT courses are significantly cheaper than university. The bulk of the costs are paid to the training provider to cover my tuition. This varies between training providers but typically ranges from £700 to £2000 per qualification.

As my employer there may be funding opportunities available to cover my tuition.

There is also an AAT student membership fee of £131.

**What are the next steps?**

1. The first step is to [choose a study method](https://www.aat.org.uk/aat-qualifications-and-courses/aat-qualifications/qualification-information/different-ways-to-study) that works for both of us. I can either attend a classroom course or study from home – whatever is most suitable.
2. [Choose a training provider](https://www.aat.org.uk/training-providers/search). As mentioned, it’s worth speaking to different training providers to compare costs, timetables and start dates. They can also provide information on funding opportunities.
3. [Get started](https://www.aat.org.uk/register/student)**.** Once I’ve enrolled on my course, I’ll need to register as an AAT student member as well. This allows me to sit my assessments and access AAT’s online study support.

**Got any questions about AAT?**

If you would like advice on AAT training you can speak to one of their advisors on **+44(0)20 3735 2434**. Their lines are open Monday to Thursday 09.00-20.00 and Friday 09.00-17.00 UK time.