Finance and accounting skills for business growth
Contents

4 AAT qualifications
6 AAT – delivering finance skills that add value
7 Training solutions for your business
9 The AAT Accounting Qualification
10 Introductory level
12 Intermediate level
14 Advanced level
18 AAT Accounting Skills
18 AAT Access
21 AAT Bookkeeping and AAT Computerised Accounting
22 Introductory level bookkeeping
24 Intermediate level bookkeeping
26 Advanced level bookkeeping
28 Introductory level computerised accounting
30 Intermediate level computerised accounting
32 Advanced level computerised accounting
35 Get your staff trained
AAT and your business

AAT training increases the effectiveness of people at the centre of successful businesses. We work with wide range of organisations including small to medium sized businesses to develop skilled finance staff, and we’re ready to help your business too.
AAT qualifications

Professional membership
F/MAAT status

Advanced level accounting

Intermediate level accounting

Introductory level accounting

AAT Accounting Qualification
AAT – delivering finance skills that add value

Founded in 1980, we are the UK’s leading professional accountancy body offering skills-based qualifications in accounting and finance to over 70,000 people every year. We have built a global 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 day to day management of your business.

Five ways we can make your business grow

1. We deliver expertise where it’s needed most
   Our qualifications give your staff the skills to manage cash flow, performing double-entry bookkeeping to keep your business on a secure financial footing.

2. We help you attract and retain the best talent
   Investing in staff training increases the value of your workforce and demonstrates your commitment to their career progression.

3. We deliver practical skills that make a difference
   Your staff will learn techniques and processes that they can apply directly at work covering accountancy, important communication and interpersonal skills.

4. We work around you
   Flexibility is fundamental to helping your staff train while contributing to your business. Our qualifications are offered part-time and through distance learning at over 450 training providers across the UK.

5. We keep you one step ahead
   AAT professional members commit to continuing professional development meaning their skills and knowledge are up to date, giving your company that competitive edge.
Training solutions for your business

It’s important you have efficient, well trained staff. We support businesses to increase productivity, maximise resources and save on recruitment costs. And we can offer you a training solution to suit the needs of your business.

Our qualifications are:

- accredited by Ofqual, and in some cases the Scottish Qualifications Authority, meaning they’re quality assured
- developed to the National Occupancy Standards to meet the growing demand from employers for specialised skills
- nationally and internationally recognised
- can be funded by various funding agencies across the UK
- offered part-time and through distance learning meaning your staff can train outside of work hours
- flexible as assessments are computer based which can be scheduled at any time.
“AAT is the most practical and useful accounts based qualification out there – I don’t think anything else can beat it.”

Lisa Newton FMAAT
Managing Director,
Boogles
The AAT Accounting Qualification

The AAT Accounting Qualification will provide your employees with practical accounting and financial knowledge and skills, while also developing their grasp of business. Achieving the qualification will give them a firm grounding in accounting that will make a real difference to your staff and your business.

The qualification is made up of three levels and each one is 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 to completion of the full AAT Accounting Qualification.

Benefits to your business

- Will give your staff solid accounting skills and underpinning knowledge needed to succeed in the workplace.
- Flexibility to nurture and grow ambitious and loyal staff that chooses a vocational route into accounting.
- Develop a highly skilled workforce of competent staff.
- Minimise business risks and improve efficiency.
- Staff retention is improved with the increased productivity.
- Assessments can be scheduled at a time that suits you and your employees.

The AAT Accounting Qualification apprenticeships

Our apprenticeships provide an invaluable mix of theoretical learning and practical training – a combination unmatched by any other scheme and of great benefit in the workplace. The AAT Accounting Qualification fits perfectly on the apprenticeship framework.

Apprentices will work towards completing the AAT Accounting Qualification and during the final stages of a higher apprenticeship will complete the Level 4 Diploma of Accounting as well as the Level 4 Diploma in Business Skills. More details on how AAT apprenticeships can add value to your business can be found in our Focus on apprenticeships – employer guide.

You can order your free copy from aat.org.uk/focus
The introductory level of the AAT Accounting Qualification consists of five units with five assessments. This level covers a range of basic accounting practices and techniques, from costing and double-entry bookkeeping to computerised accounting. Your staff will also gain invaluable self-management and time management skills, and develop an appreciation of ethical issues and sustainability, which is essential for any workplace.

Upon successful completion of this qualification, your staff will be awarded the Level 2* Certificate in Accounting.

Your staff can start studying this qualification from today.

*In Scotland, staff will be awarded the Level 5 Certificate in Accounting.

Who will benefit from this training
- Staff who are new to accounting and finance.
- Unqualified accounting staff who want to enhance their foundation knowledge and skills.
- Employers looking to upskill their staff.
- Apprentices.
The skills they’ll gain

Basic costing
- Understanding an organisation’s cost recording system and using it to record or extract data
- Using spreadsheets to convey information on actual and budgeted income and expenditure

Computerised accounting
- Entering data at the start of an accounting period to set up customer and supplier accounts
- Recording and processing customer and supplier transactions
- Recording and reconciling bank and cash transactions
- Processing and using journals to enter accounting transactions
- Production of reports (day books, account activity, aged analysis, statements or remittance advice)

Work effectively in accounting and finance
- Understanding an organisation’s accounting or payroll function
- Using numeracy and literacy communication skills
- Working independently or in a team to prioritise tasks and manage colleagues’ responsibilities
- Understanding ethical values, principles and importance of confidentiality
- Understanding and explaining benefits to organisations of sustainable values

Processing bookkeeping transactions
- Understanding double-entry bookkeeping, integrating books of prime entry and describing coding system functions
- Understanding discounts and settlement, trade and bulk discount differences
- Preparing and processing customer and supplier invoices and credit notes
- Totalling and balancing a 3-column analysed cash book
- Totalling, balancing and reconciling petty cash records within an analysed petty cash book
- Processing ledger transactions and extracting a trial balance

Control accounts, journals and the banking system
- Understanding the purpose and use of control accounts and journals
- Maintaining and using control accounts and the journal
- Reconciling a bank statement with the cash book
- Understanding the banking process and main services of banks and building societies
- Understanding requirements of retention and storage relating to banking documents

Qualification length
This qualification will take approximately 12 months to complete studying part-time, by day release or distance learning.

Qualification fees
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit aat.org.uk/fees
The intermediate level of the AAT Accounting Qualification consists of six units with six assessments. The qualification introduces more complex accounting tasks, such as maintaining cost accounting records and the preparation of reports and returns.

Upon successful completion of this qualification, your staff will be awarded the Level 3* Diploma in Accounting.

Your staff can start studying this qualification from today.

*In Scotland, staff will be awarded the Level 6 Diploma in Accounting.

Who will benefit from this training

- Those who have completed the introductory level of the AAT Accounting Qualification.
- Unqualified accounting staff who already have intermediate level of finance knowledge and looking to develop their skills in accounting.
- Employers looking to upskill their staff.
- Apprentices.
The skills they'll gain

Accounts preparation
- Understanding accepted principles of accounting and double-entry bookkeeping
- Understanding accounting methods of recording non-current assets
- Accounting for purchase of non-current assets
- Accounting for depreciation and adjustments
- Accounting for disposal of non-current assets
- Preparing and extending the trial balance

Prepare final accounts for sole traders and partnerships
- Understanding the process involved in preparing final accounts
- Preparing accounting records from incomplete information
- Producing final accounts for sole traders
- Understanding partnerships' legislative and accounting requirements
- Preparing a statement of profit or loss appropriation account
- Preparing a financial position statement relating to a partnership

Costs and revenues
- Understanding an organisation's costing systems
- Recording and analysing cost information
- Apportioning costs to organisational requirements
- Analysing budget deviations and reporting these to management
- Using information gathered from costing systems to assist decision making

Professional ethics
- Understanding principles of ethical working
- Understanding ethical behaviour when working with internal and external customers
- Understanding when and how to take appropriate action following suspected ethical codes breaches
- Understanding the ethical responsibility of finance professionals in promoting sustainability

Indirect tax
- Understanding VAT regulations
- Completing VAT returns accurately and on time
- Understanding VAT penalties and adjusting for previous errors
- Communicating VAT information

Spreadsheet software
- Using a spreadsheet to enter, edit and organise numerical and other data
- Selecting and using appropriate formulae and data analysis tools and techniques
- Presenting, formatting and publishing spreadsheet information

Qualification length
This qualification will take approximately 12 months to complete studying part-time, by day release or distance learning.

Qualification fees
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit aat.org.uk/fees
The advanced level of the AAT Accounting Qualification consists of four units, plus two specialist units from a choice of five, with a total of six assessments. The qualification covers higher accounting tasks, including drafting financial statements, managing budgets and evaluating financial performance.

Upon successful completion of this qualification, your staff will be awarded the Level 4* Diploma in Accounting and will be able to specialise in areas such as tax, auditing and credit control.

Your staff can start studying this qualification from today.

*In Scotland, staff will be awarded the Level 8 Diploma in Accounting.

Who will benefit from this training

- Those who have completed the introductory and intermediate levels of the AAT Accounting Qualification.
- Unqualified accounting staff who already have advanced level of finance knowledge and looking to develop their skills in accounting.
- Employers looking to upskill their staff.
- Apprentices.
- Those seeking an alternative to university.
“It was important to me that my practice encompassed a wide range of qualified personnel. There’s a genuine push to ensure that we have high quality individuals working within the business. We attained this by setting a core value to develop each individual’s skills to maximise their potential.”

Glen Patterson MAAT
Managing Director,
Custom Enterprises
The AAT Accounting Qualification

Advanced level (continued)

The skills they’ll gain

Financial statements
• Understanding the regulatory framework underpinning financial reporting
• Understanding key features of published financial statements
• Drafting a limited company’s statutory financial statements
• Drafting consolidated financial statements
• Interpreting financial statements using ratio analysis

Budgeting
• Preparing budgets and income and expenditure forecasts
• Assessing budgetary impact of internal and external factors
• Using budgetary control to improve organisational performance

Financial performance
• Collating and analysing cost information from various sources
• Measuring performance and managing costs appropriately
• Making suggestions for improving financial performance by monitoring and analysing information
• Preparing performance reports for management

Internal control and accounting systems
• Understanding importance and use of internal control systems
• Evaluating the accounting system and identifying areas for improvement
• Conducting ethical and sustainability evaluations of accounting systems
• Making recommendations to improve the accounting system

Two optional units from the following five

Business tax
• Completing corporation tax returns and supporting computations for incorporated businesses
• Understanding impact of legislation and legislative changes
• Understanding tax law and its implications for incorporated / unincorporated business
• Understanding capital assets
The skills they’ll gain

Two optional units from the following five (continued)

**Personal tax**
- Calculating income from all sources and identifying taxable and non-taxable items
- Applying current legislation to calculate tax payable on income
- Accounting for capital gains tax according to current legislation
- Preparing accurate computations and complete relevant parts of self-assessment tax returns

**External auditing**
- Planning an audit identifying areas for verification and associated risks
- Conducting a supervised audit
- Preparing draft reports for approval
- Understanding auditing principles and legal and professional standards required for an external auditor

**Cash management**
- Using statistical techniques and financial information to prepare income and expenditure forecasts
- Preparing cash to monitor an organisation’s cash flow
- Managing cash balances effectively
- Investing surplus funds, observing organisational policies

**Credit control**
- Understanding relevant legislation and impact on credit management
- Using information from various sources to grant customers’ credit within organisational guidelines
- Using a range of techniques for debt collection
- Monitoring and controlling credit supply

**Qualification length**
This qualification will take approximately 12 months to complete studying part-time, by day release or distance learning.

**Qualification fees**
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit [aat.org.uk/fees](aat.org.uk/fees)
AAT Access is a short qualification consisting of four units with just one assessment. It helps employees develop essential business and finance skills covering the basic core areas in accounting and finance, which they can apply directly to the workplace.

Upon successful completion of this qualification, your staff will be awarded the Level 1 Award in Accounting.

Your staff can start studying this qualification from today.

Business benefits
- Lays the foundation for staff to further develop their skills and knowledge in a range of business areas.
- Complements induction programmes and reduces the amount of time senior staff spend on mentoring new staff.
- Ensures professionalism within the workplace, which is essential when dealing with clients.

Who will benefit from this training
- New staff or trainees, those who need to get to grips with business language and terminology, and improve their communication skills.
- Support staff working outside of the finance function.
- Those who may not have studied for some time and need a general training refresher.
- Those needing a basic introduction to accounting and business skills.
### The skills they’ll gain

#### Mathematics for accounting
- Understanding and develop skills in a range of basic mathematical functions using financial data
- Understanding basic mathematical concepts and applying a range of numerical skills required by financial professionals

#### Essential accounting procedures
- Applying basic accounting terminology to business documents and procedures
- Understanding the principles of single-entry accounting systems, including preparing to record business transactions in the books of prime entry
- Understanding types of coding and batch control
- Preparing documents to process receipts and payments
- Preparing a basic profit statement

#### Creating business documents
- Familiarising learners with a range of documents used within the accountancy function and other areas of business
- Understanding the importance of good quality communications, including knowledge of formal and informal written communications
- Identifying different types of business documents and understand why it is important to choose the right style for internal and external communications

#### Accounting in a professional environment
- Understanding how efficient working practices and personal development will help both individuals and businesses succeed
- Appreciating how the legal framework and ethical behaviour affect the way a business is run

### Qualification length
This qualification will take approximately 6-12 weeks to complete studying part-time, day release or distance learning.

### Qualification fees
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit [aat.org.uk/fees](http://aat.org.uk/fees)
“AAT training provides a broad knowledge of the skills and abilities required to be successful when it comes to dealing with our finances.”

Helen Broughton
Director of People and Standards, Danbro
AAT Bookkeeping and AAT Computerised Accounting

AAT Bookkeeping and AAT Computerised Accounting ranges from the introductory level through to an advanced level of training. These qualifications provide the essential skills to manage an organisation’s finances more effectively and potentially save money on a previously outsourced service.

Our bookkeeping qualifications focus on giving your staff the fundamental knowledge and skills of manually recording and managing financial transactions on a day to day basis.

The computerised accounting qualifications provide your staff with the skills to efficiently use computerised accounting software to its full capacity, ensuring that every financial transaction is accurate and comprehensive.

Business benefits

- Improves the productivity and effectiveness in the workplace with highly skilled staff.
- Maximises levels of staff efficiency and time management.
- Increases staff satisfaction and motivation levels.
- Saves money by providing additional training such as spreadsheet software at no extra cost.
- Flexible delivery meaning your staff can train outside of work hours.
- Provides your workforce with essential finance skills to support the foundations of your business.
- Having a well trained workforce ensures compliance with HMRC regulations.
- Provides fundamental awareness of tax principles.
- The professional ethics elements of the qualifications will help minimise mistakes and unethical practices.
- May reduce consultancy and outsourcing fees.
AAT Bookkeeping

Introductory level

The introductory level of AAT Bookkeeping gives your staff a foundation in bookkeeping skills, in particular providing the essential skills in single-entry bookkeeping. This qualification consists of four units and two assessments, and offers progression opportunities to further levels of study in bookkeeping, accountancy or computerised accounting.

Upon successful completion of this qualification, your staff will be awarded the Level 1 Award in Bookkeeping.

Your staff can study this qualification from September 2014.

Who will benefit from this training

- Those who are new to accounting and finance and need bookkeeping skills to enable them to produce business accounts.
- Unqualified accounting staff.
The skills they’ll gain

**Introduction to bookkeeping**
- Understanding the job role and career path for a bookkeeper
- Understanding different types of business organisations
- Knowing the terminology used in bookkeeping

**Working within bookkeeping**
- Understanding single-entry bookkeeping
- Knowing the general principles of VAT
- Understanding what is meant by both cash and credit transactions
- Understanding the principles of coding and batch control
- Understanding how to process information in the books of prime entry (excluding the journal)
- Understanding responsibilities when working in a bookkeeping environment

**Bookkeeping and accounts**
- Knowing how to complete financial documents
- Recording cash and credit transactions in books of original entry
- Preparing bank reconciliation
- Understanding the petty cash imprest system
- Extracting a trial balance from ledger accounts

**Spreadsheet software**
- Using a spreadsheet to enter, edit and organise numerical and other data
- Using appropriate formulas and tools to summarise and display spreadsheet information
- Selecting and using appropriate tools and techniques to present spreadsheet information effectively

**Qualification length**
This qualification will take approximately 6-12 weeks to complete studying part-time, day release or distance learning.

**Qualification fees**
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit [aat.org.uk/fees](http://aat.org.uk/fees)
The intermediate level of AAT Bookkeeping consists of two units and two assessments that focus on developing your staff’s bookkeeping and basic accounting skills, including double-entry bookkeeping.

Upon successful completion of this qualification, your staff will be awarded the Level 2 Certificate in Bookkeeping.

Your staff can start studying this qualification from today.

Who will benefit from this training

- Those who have completed the introductory level of bookkeeping.
- Unqualified accounting staff who want to enhance their foundation knowledge and skills.
- Employers looking to upskill their staff.
The skills they’ll gain

Processing bookkeeping transactions
- Understanding double-entry bookkeeping, integrating books of prime entry and describing coding system functions
- Understanding discounts and settlement, trade and bulk discount differences
- Preparing and processing customer and supplier invoices and credit notes
- Totalling and balancing a 3-column analysed cash book
- Totalling, balancing and reconciling petty cash records within an analysed petty cash book
- Processing ledger transactions and extracting a trial balance

Control accounts, journals and the banking system
- Understanding the purpose and use of control accounts and journals
- Maintaining and using control accounts and the journal
- Reconciling a bank statement with the cash book
- Understanding the banking process and main services of banks and building societies
- Understanding requirements of retention and storage relating to banking documents

Qualification length
This qualification will take approximately 12 weeks to complete studying part-time, day release or distance learning.

Qualification fees
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit aat.org.uk/fees
The advanced level of AAT Bookkeeping is perfect for those who want to further develop their understanding and knowledge of bookkeeping. It consists of four units and four assessments and covers double-entry bookkeeping, financial statements, intermediate spreadsheets software use and professional ethics. A key focus of this qualification is ethics, which is essential for staff undertaking this type of work and helps with professional judgment and guidance in making decisions.

Upon successful completion of this qualification, your staff will be awarded the Level 3 Certificate in Bookkeeping and Ethics.

Your staff can study this qualification from September 2014.

Who will benefit from this training

- Those who have already completed the introductory and/or intermediate levels of bookkeeping.
- Experienced bookkeeping staff needing to acquire further skills.
The skills they’ll gain

**Accounts preparation**
- Understanding accepted principles of accounting and double-entry bookkeeping
- Understanding accounting methods of recording non-current assets
- Accounting for purchase of non-current assets
- Accounting for depreciation and adjustments
- Accounting for disposal of non-current assets
- Preparing and extending the trial balance

**Prepare final accounts for sole traders and partnerships**
- Understanding the process involved in preparing final accounts
- Preparing accounting records from incomplete information
- Producing final accounts for sole traders
- Understanding partnerships' legislative and accounting requirements
- Preparing a statement of profit or loss appropriation account
- Preparing a financial position statement relating to a partnership

**Spreadsheet software**
- Using a spreadsheet to enter, edit and organise numerical and other data
- Selecting and using appropriate formulae and data analysis tools and techniques
- Presenting, formatting and publishing spreadsheet information

**Professional ethics**
- Understanding principles of ethical working
- Understanding ethical behaviour when working with internal and external customers
- Understanding when and how to take appropriate action following suspected ethical codes breaches
- Understanding the ethical responsibility of finance professionals in promoting sustainability

**Qualification length**
This qualification will take approximately six months to complete studying part-time, day release or distance learning.

**Qualification fees**
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit aat.org.uk/fees
The introductory level of AAT Computerised Accounting consists of two units and two assessments providing an introduction on how to utilise a computerised accounting software package. The qualification enables staff to become confident in carrying out routine accounting tasks on any computerised accounting package.

Upon successful completion of this qualification, staff will be awarded with the Level 1 Award in Computerised Accounting.

Your staff can study this qualification from September 2014.

Who will benefit from this training

- Part-qualified bookkeepers with an existing knowledge of manual bookkeeping.
- Those who need a basic understanding of how computerised accounting works.
- Those with responsibilities with financial data entry.
- Support staff who have some financial duties.
The skills they’ll gain

**Computerised accounts**
- Creating accounts using computerised accounts software
- Processing accounting information using computerised software
- Understanding how to use batch control sheets
- Producing reports using computerised software

**Spreadsheet software**
- Using a spreadsheet to enter, edit and organise numerical and other data
- Using appropriate formulas and tools to summarise and display spreadsheet information
- Selecting and using appropriate tools and techniques to present spreadsheet information effectively

**Qualification length**
This qualification will take approximately six weeks to complete studying part-time, day release or distance learning.

**Qualification fees**
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit aat.org.uk/fees
The intermediate level of AAT Computerised Accounting consists of one unit and assessment and covers a range of accounting practices and techniques for computerised accounting, from entering accounting transactions and performing a reconciliation to producing a range of reports.

Upon successful completion of this qualification, your staff will be awarded the Level 2 Award in Computerised Accounting.

Your staff can start studying this qualification from today.

Who will benefit from this training
- Those who have completed the introductory level of computerised accounting.
- Those already working in finance or in a supportive role who need to enhance their current knowledge of computerised accounts software.
The skills they’ll gain

Computerised accounts

• Entering accounting data at the beginning of an accounting period
• Recording customer transactions
• Recording supplier transactions
• Recording and reconcile bank and cash transactions
• Using journals to enter accounting transaction
• Producing reports
• Maintaining the safety and security of data held in the computerised accounting system

Qualification length

This qualification will take approximately six weeks to complete studying part-time, day release or distance learning.

Qualification fees

Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit aat.org.uk/fees
The advanced level of AAT Computerised Accounting consists of three units with three assessments. This qualification will give your staff the knowledge they require to perform advanced accounting transactions which will support them to develop and deliver the appropriate accounting reports for management purposes.

A key focus of this qualification is ethics, which is essential for staff undertaking this type of work and helps with professional judgment and guidance in making decisions.

Upon successful completion of this qualification, your staff will be awarded the Level 3 Certificate in Computerised Accounting and Ethics.

Your staff can study this qualification from September 2014.

Who will benefit from this training
- Those who have completed the introductory and/or intermediate level of computerised accounting training.
- Staff who undertake bookkeeping duties who need to improve knowledge of a computerised accounting system.
- Staff who conduct all of their financial duties through a computerised accounting package.
**The skills they’ll gain**

**Computerised accounts**
- Setting up master data on a computerised accounts software package
- Processing accounting transactions on a computerised accounts software package
- Understanding how to process adjustments
- Understanding how to process period end adjustments
- Selecting and printing accounting reports for management purposes

**Spreadsheet software**
- Using a spreadsheet to enter, edit and organise numerical and other data
- Selecting and using appropriate formulae and data analysis tools and techniques
- Presenting, formatting and publishing spreadsheet information

**Professional ethics**
- Understanding principles of ethical working
- Understanding ethical behaviour when working with internal and external customers
- Understanding when and how to take appropriate action following suspected ethical codes breaches
- Understanding the ethical responsibility of finance professionals in promoting sustainability

**Qualification length**
This qualification will take approximately 12 weeks to complete studying part-time, day release or distance learning.

**Qualification fees**
Fees will depend on how and where the qualification is studied. However, the costs will be broken down into training provider fees and AAT fees.

For further information, please visit [aat.org.uk/fees](http://aat.org.uk/fees)
“We chose AAT as it’s a great way to provide the relevant skill set for those who take on finance duties as part of their job. Our staff have really benefited from their AAT training because it’s given them greater confidence in their abilities.”

Mark Baldwin MAAT
Head of Payment Services, BT
Get your staff trained

If you’re ready to upskill your staff and get them started on AAT training, then please speak to your local training provider, or call us directly on 0845 863 0795. Lines are open 09.00 to 17.00 (UK time), Monday to Friday.
Get your staff trained

If you’re ready to upskill your staff and get them started on AAT training, then please speak to your local training provider, or call us directly on **0845 863 0795**.
Lines are open 09.00 to 17.00 (UK time), Monday to Friday.