

Course Title:

AAT (Association of Accounting Technicians) **Level 3** Advanced Certificate in Bookkeeping

Course Overview

This AAT (Association of Accounting Technicians) advanced level course is a mid-level bookkeeping qualification, ideal for anyone who is looking to advance their existing knowledge of accounting.

This flexible course is delivered in partnership with [Mindful Education](#) and combines online learning with face-to-face lessons in the classroom.

Please note: classroom attendance is weekly

What will I learn?

This qualification covers a range of complex bookkeeping tasks. You will learn and master financial processes, including bookkeeping principles and concepts.

On successful completion of this course, you will be awarded an AAT Level 3 Advanced Certificate in Bookkeeping. This internationally recognised AAT (Association of Accounting Technicians) qualification enables those working in accounting or those who looking to pursue bookkeeping as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

Units of Study

The Level 3 course covers a range of key areas, including:

- Advanced Bookkeeping
- Indirect Tax
- Final Accounts Preparation

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

Study Method – Online and On Campus

We have partnered with [Mindful Education](#) to deliver this course through our Online and On Campus model.

Online video lectures are available on demand, and can be viewed from your phone, tablet or computer, meaning you can choose how, when and where you want to study. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.

On campus, you benefit from regular college classes – without having to commit to attending multiple evenings each week. An experienced college tutor will discuss and reinforce what you have learnt during your online study and will be on hand to

provide guidance on progress and assessment. Discussion and debate with classmates will help you apply theories to situations you face in the workplace.

How will I be assessed?

This course is assessed through computer-based exams and unit assessments.

Entry requirements

You must have a sound knowledge of bookkeeping principles to undertake the AAT Level 3 programme. Achievement of an AAT Level 2 Foundation Certificate in Bookkeeping is advantageous but not essential.

Progression

Students completing the AAT Advanced Certificate in Bookkeeping may wish to go on and complete the full AAT Advanced Diploma in Accounting. If you do choose to continue your studies in this way, then your achievements in the Bookkeeping qualification are carried over to the longer Accounting qualification.

If you successfully complete this qualification, you can apply for AAT associate bookkeeping membership (AATQB)

On successful completion of this course, you can progress to the AAT Level 4 Professional Diploma in Accounting.

Career opportunities

The skills and knowledge you will gain throughout this qualification will qualify you for roles including Finance Officer, Assistant Accountant and Bookkeeper. You will also be eligible for AAT Bookkeeper (AATQB) status, giving you the option to work as a freelance bookkeeper.

Additional information

Course duration is 26 weeks