

AAT BOOKKEEPING  
QUALIFICATION AQ22-

Distance Learning  
Brochure

# OSBORNE TRAINING

#1 Official AAT Training Provider in UK



Osborne Training

9 Skylines Village, Limeharbour,  
London E14 9TS, United Kingdom

Call: +44 203 608 7179

# Welcome to Osborne Training!



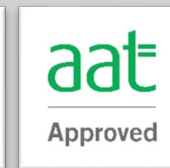
You've made the first step towards achieving your AAT Bookkeeping qualification and getting ahead in your career.

AAT Bookkeeping qualifications from Osborne Training are highly regarded by top employers seeking valuable staff.

**With an AAT Bookkeeping qualification, you could earn on average more than £30,000\*.**

*\*Reed Salary Checker, UK*

# Contents



SR. NO.	CONTENTS	PAGE NO.
1	Why Osborne Training?	Page 4
2	Why AAT?	Page 6
3	How to Achieve AATQB Status	Page 8
4	AAT Bookkeeping Qualification in Detail	Page 11
5	AAT Bookkeeping - Study Package	Page 14
6	How Exams Work	Page 16
7	Any Additional Fees?	Page 17
8	Flexible Payment Options	Page 18
9	How Tutorial Support Works	Page 19
10	Useful Links	Page 21
11	Contact Us	Page 22

GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179



# Why Osborne Training?



## The UK's largest AAT Training Provider

We train more students than any other AAT provider for [AAT Bookkeeping courses](#).



## Various Study Options

We deliver AAT courses in a variety of ways. You may join in campus (Classroom-Based), Online Live with Interactive Sessions and Distance Learning (Self-Paced).



## Expert Tutors Available via Email

Our handpicked expert Tutors specialise in teaching AAT Subjects throughout.

They have many years of experience helping professionals get qualified and will be available to support you throughout your course.



## Achieve Better Results

We break down the AAT syllabus into small, manageable learning units.

This is because we know, from our experience, that people learn best from taking small steps and consolidating their knowledge as they go along.



## State of The Art Virtual Learning Campus

With hundreds of positive feedbacks from our students, our Virtual Learning Campus is there to improve your online learning experience.



## Access to Quality Study Materials

All learning resources are created specially for AAT Students by our expert tutors.



## Exam Booking Service

Our Exam Centres throughout UK are Officially Accredited by AAT.

GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179



# Our Success Story by Numbers



4.9

REVIEW RATING

One thing that we do not compromise with is quality. Our student reviews simply rate us at 4.9 out of 5 on average to recognise our efforts. [Read our student reviews.](#)

30,000+

STUDENT COMMUNITY

With over 30,000 student community and counting, **Osborne Training** is a trusted name when it comes to career solution.

96%

PASS RATE

Pass rates for our students on AAT Bookkeeping exams. Our Tutorial team and students are not happy with anything less than 96%.

GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179

# Why AAT?



- AAT Bookkeeping Qualifications are universally respected and internationally recognised.
- An AAT qualification is a route to some of the most in-demand skills in the world, and provides you with a professional AATQB status you can be proud of.
- UK's leading qualification and membership body for Bookkeepers.
- Greater employability compared to any other academic and professional accounting qualification.
- AAT Qualification offers further career progression through Academic (University Degree) or Professional route (ACCA or ACA)
- Organizations such as Jaguar, Waitrose, Goldman Sachs and many more employers from various sectors continue to hire AAT qualified members for their knowledge, skills, diligence and enthusiasm, because AAT represents the highest standards of professionalism.



Prudential

Waitrose

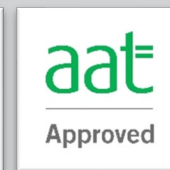
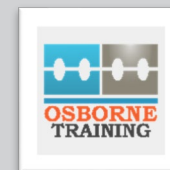


Harrods



GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179

# What Can an AAT Bookkeeper Do?



An AAT Bookkeeper is qualified to provide bookkeeping services to support businesses of all sizes with accurate financial records ensuring that their accounts are up-to-date.

A bookkeeper helps businesses stay in complete control of their finances - they deal with day-to-day finance tasks such as data entry, VAT returns and payroll, and can prepare anything up to trial balance. The types of services typically carried out by a bookkeeper include:

- Purchase orders and invoicing
- Sales accounting and credit control
- Cash and banking admin
- Data processing
- Payroll accounting
- Using data to prepare financial statements

## PROFESSIONAL STATUS

The professional bookkeeper status launched in July 2016 offering a new level of AAT membership – **“AAT Bookkeeper”**.

An AAT Bookkeeper holds an AAT associate bookkeeping membership and can use the designatory letters **“AATQB”** after their name.



# How to achieve AATQB status?



When you successfully complete Level 2 Certificate in Bookkeeping and Level 3 Certificate in Bookkeeping, you can apply for [AAT associate bookkeeping membership](#) and achieve professional AATQB status.



# Why Professional AATQB Status Matters?



## Professional Recognition

AATQB status (AAT associate bookkeeping membership) is a new professional designation for employees in bookkeeping roles. It indicates the highest standards of professional conduct, up to date technical knowledge and commitment to ongoing learning. It's becoming increasingly important for businesses to employ staff with professional status. AAT is a full member of IFAC, the global organisation for the accountancy profession.

## Professional Standards

AATQB status demonstrates that you are undergoing CPD, signed-up to AAT's Code of Professional Ethics, and are subject to our disciplinary processes. Our Code of Professional Ethics involves following five fundamental principles: integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour. With AAT associate bookkeeping membership, you are investing in your career and demonstrating the highest standards and best practice in bookkeeping.

## Progression Options

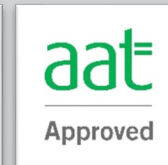
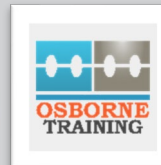
When you are looking for promotion, professional AATQB status is a visible mark of quality, competence and commitment. It also instils confidence in colleagues and clients. AAT Bookkeepers can go on to study [AAT Accounting Qualifications](#) and apply for MAAT status (become an AAT full member). MAAT status offers a [fast track route to chartered status](#) with all of the UK's chartered accountancy bodies.

## Benefits of AAT Associate Bookkeeping Membership

- ✓ AATQB designatory letters
- ✓ Access to exclusive online resources - including industry-leading e-learning modules, tests, podcasts, blogs, videos, webinars, articles and forums
- ✓ Networking events for AAT professional members
- ✓ AAT masterclasses
- ✓ CPD resources to keep skills fresh - including a CPD Interactive hub
- ✓ Discounts on a range of services and products (including holidays and insurance)
- ✓ Read more about the benefits of [AAT associate bookkeeping membership](#).



# Our Students Speak!



*"Choosing the right course was a big challenge for me, my course advisor was very helpful in choosing the right course"*

**Andrew Ward**  
AAT Student

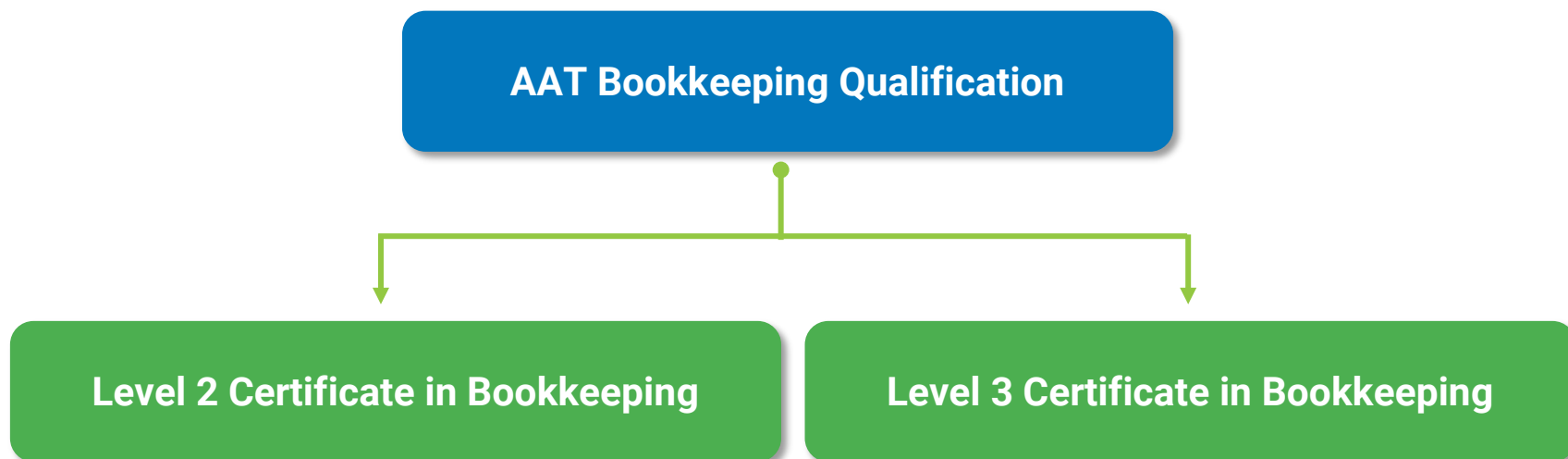


GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179

# AAT Bookkeeping Qualification - In Detail



The course is broken down into two parts:



GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179



# AAT Level 2 Certificate in Bookkeeping - in Detail



- ✓ This level will help you develop your skills in double entry bookkeeping and give you an understanding of management and administrative processes.
- ✓ You'll develop practical accountancy skills in the double-entry bookkeeping systems and learn to make entries in appropriate books and ledgers, and calculate sales invoices and credit notes.
- ✓ You will be awarded with AAT Level 2 Certificate in Bookkeeping from Association of Accounting Technicians (AAT), once you have passed all the exams.
- ✓ Once you finish Level 2 Bookkeeping, you may progress towards Level 3, or alternatively you can study both Level 2 & Level 3 together through the fast-track option.



## WHAT SUBJECTS WOULD I STUDY?

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls



## HOW MANY EXAMS

You need to attend **two exams** and pass successfully to complete this level.  
Pass mark is 70%.



# AAT Level 3 Certificate in Bookkeeping - in Detail



- ✓ This level will help you develop your skills in advanced double entry bookkeeping, accounting principles and concepts. You will also understand business issues regarding payroll and value added tax (VAT).
- ✓ On completion of the Level 3 Certificate in Bookkeeping, become an AAT Bookkeeper to gain the designatory letters "AATQB". You can start your own bookkeeping practice and use AATQB status in the professional world.
- ✓ You will be awarded with AAT Level 3 Certificate in Bookkeeping from AAT and you can work as a professional bookkeeper in any organisation.



## WHAT SUBJECTS WOULD I STUDY?

- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses



## HOW MANY EXAMS

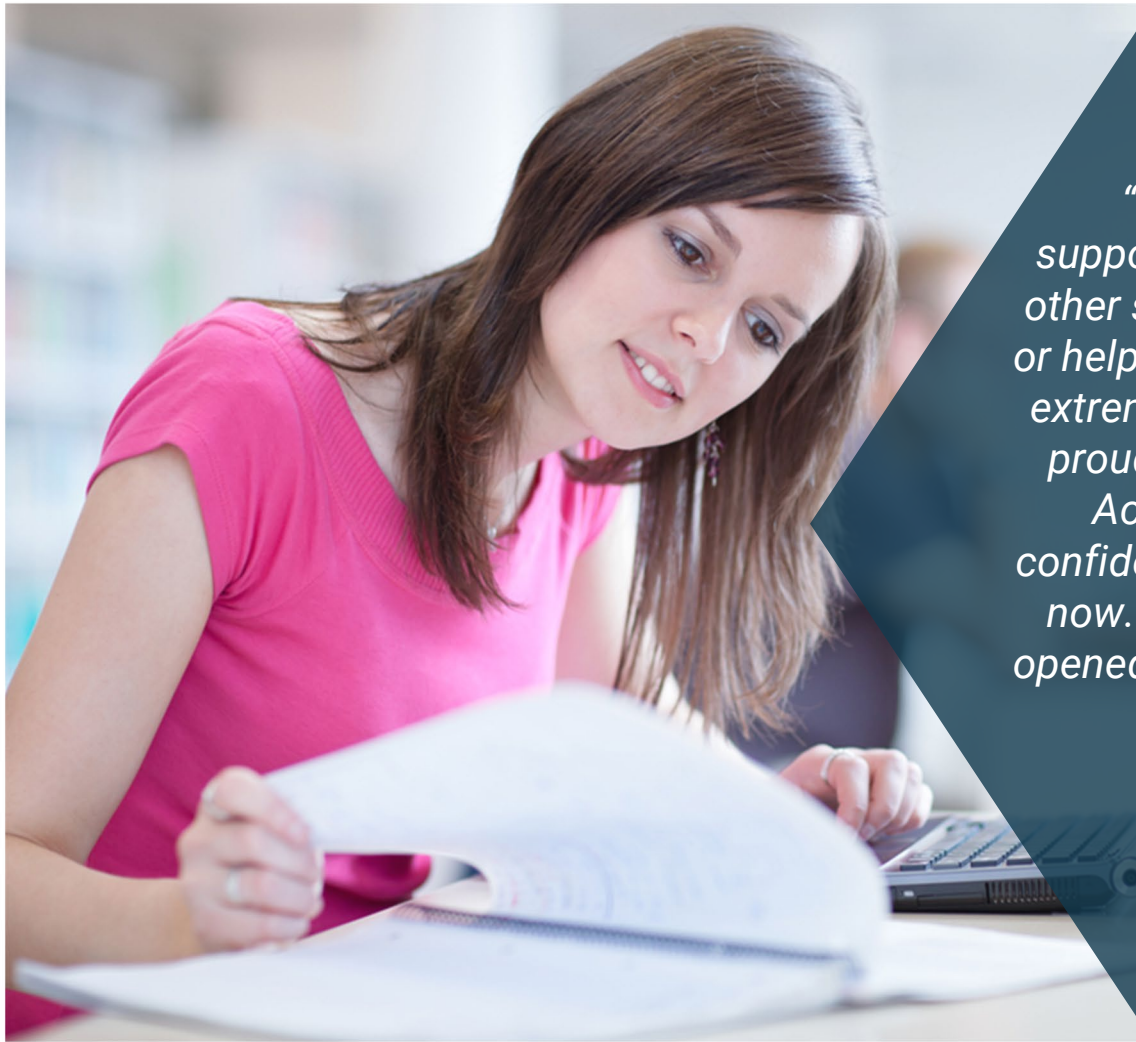
You need to attend **two exams** and pass successfully to complete this level.  
Pass mark is 70%.



## DISTANCE LEARNING

- Course books and workbooks delivered to your home address
- E-books are provided to complement paperback
- Access to Virtual Learning Campus for additional course materials
- Email support from a personal expert Tutor
- On-line quizzes and crosswords
- Feedback on Practice assessments
- Exams can be taken at our Centre or any other Exam centre near to you ([Click Here](#) to find your nearest exam centre)

# Our Students Speak!



*"You've got online support, can speak with other students for advice or help, and the Tutors are extremely helpful. I'm so proud to be a qualified Accountant. I feel confident about my future now. Osborne Training opened so many doors for me."*

**Amie Wright**  
AAT Student

**GOT ANY QUESTIONS?** Call an Advisor now on: 0203 608 7179

# How Exams Work?



- There are **2 Computer Based Assessments (CBA)** for **AAT Level 2** Certificate in Bookkeeping.
- There are **2 Computer Based Assessments (CBA)** for **AAT Level 3** Certificate in Bookkeeping.

*\*You can book your exams at any Osborne Training Exam Centres.*

## Computer Marked Exam

- An exam completed on a computer and supervised under test conditions at an AAT approved assessment venue.
- You receive an instant exam result feedback for all of your exams as the assessments are marked automatically.



# Any Additional Fees?



We hate hidden fees as much as you do, that's why we try to be as transparent as possible.

After you enrol for the course, please be advised that you need to consider the exam fees and AAT registration Fees.

## EXAM FEES

Instead of paying all at once you can pay the exam fee per unit whenever you are ready to take it. [Click Here](#) to find out the up-to-date list of exam fees at various Osborne Training Exam Centres.

If you are booking exams at a different centre, please contact them to find out their fees and any other requirements. If you want to study AAT from outside UK, please consult with local British Council to book and sit exams.

	How Many Exams	Exam Fees (£)
<b>AAT Level 2 Certificate in Bookkeeping</b>	2	£85 Per Unit
<b>AAT Level 3 Certificate in Bookkeeping</b>	2	£90 Per Unit
<b>AATQB Professional Status</b>	NA	There are currently no initial fees to pay when you apply.

**AAT Fees** – One-off fee of £65 for Level 2 Bookkeeping and £90 for Level 3 Bookkeeping payable to AAT.

*NOTE: AAT Fees are subject to change, please check on AAT website for current fees, all fees are correct at the time of publication.*



# Flexible Payment Options



We do all we can to make study affordable, so we offer a range of payment plans and funding options, and will work with you to find the right one for you.

- **STUDENT FINANCE**

Osborne Training is one of the only training providers to offer up to 12-month payment plans with no interest at all.

- **PAY IN FULL**

You may also pay in full where you can afford and receive special promotional gift.

- **EMPLOYER FUNDING**

Employers are increasingly investing in employee training and development to enhance performance in the workplace.

With distance learning, employers know you will be able to study flexibly around work commitments.



# How Tutorial Support Works?



You get tutorial support through your **VLC (Virtual Learning Campus)** Account.

Using Modern Technology of **ticketing system**, every query you send to the Tutorial Support Team creates a Ticket with unique Ticket no. As soon as a response is being made you get email notification and you can login to your VLC Account to see the response.

We aim to respond to every ticket within two working days. In busy times it may take a little longer.



# Our Students Speak!



*"I found the course books and study materials are very easy to follow. The teaching sessions are very interactive and helped a lot to pass my exam within deadline."*

**Sarah Khalil**  
AAT Student

GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179

# Useful Links



[Click Here](#) for a Sample Level 2 Tutorial Book

[Click Here](#) for a Sample Level 3 Tutorial Book

GOT ANY QUESTIONS? Call an Advisor now on: 0203 608 7179

# Contact Us



 **CALL:** +44 20 3608 7179

 **EMAIL:** [courses@osbornetraining.org](mailto:courses@osbornetraining.org)

 **WEBSITE:** [www.osbornetraining.org](http://www.osbornetraining.org)

