



aate | Approved

# Getting started with AAT

[www.eagle-education.co.uk](http://www.eagle-education.co.uk)



# What is AAT?

**Congratulations on taking your first step towards a rewarding career with an AAT qualification!**

The Association of Accounting Technicians (AAT) is one of the most popular qualifications to study if you're new to accountancy and finance, or simply looking to progress your career. You'll learn practical real-world accounting and finance skills and knowledge, such as:

- ✓ Bookkeeping
- ✓ Tax and VAT
- ✓ Preparing and interpreting financial statements
- ✓ Managing budgets
- ✓ Reporting to your company and making recommendations

The knowledge you gain will equip you for a future in business, wherever you choose to work.





# Why study AAT?

Universally respected and internationally recognised, AAT is popular for a reason. You can start earning in a relevant job straight away and your salary increases as you progress. Qualified AAT members earn an average of £35,000\* – increasing further with experience.



**83%** of members that have completed an AAT accounting qualification agree it has increased their earning potential.\*



**79%** of members say they are satisfied with their job.



**89%** of members working with UK companies say they feel very or quite secure in their job.

[\\*AAT Salary Survey 2023](#)

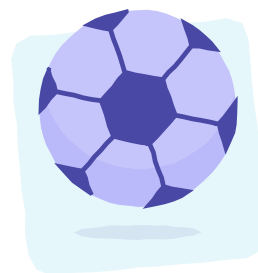
# Where can AAT take you?

With an AAT qualification in your pocket,  
the world is your oyster!



Gain the knowledge and confidence to  
be your own boss and start a business.

Work in an industry you are passionate  
about. From football to fashion, every  
sector needs accountants.



Get away from the desk and travel the  
world with an international company.

Progress your studies further and  
become a chartered accountant.



Whilst studying, you'll develop the skills to get your first role  
as an Accounts Assistant. As you get further through the  
qualification, you'll be able to progress and specialise - with  
jobs such as Payroll Manager, Finance Analyst, Tax Manager  
and Bookkeeper becoming available.



# Can I study AAT?

**In short – yes! You don't need any previous experience or qualifications to start studying AAT, just a willingness to learn! It'll give you a step onto the accountancy career ladder if you...**

- ✓ have recently left school or college,
- ✓ work in accounts in a junior or administrative role, or
- ✓ are thinking of changing career to become an accountant.

Many believe that they don't have the right qualifications or skills to start studying accountancy. But whilst it does help to be comfortable with maths, English and using a computer, most accountants today use spreadsheets or accounting software to do a lot of the calculations and processes. So you certainly don't need to be a maths or IT genius!



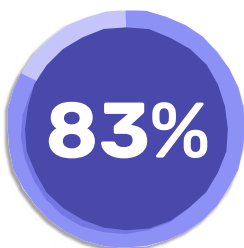


# Changing career? You're not alone!

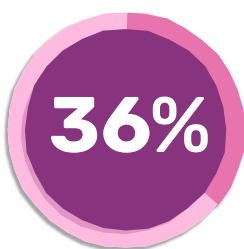
Accountancy is one of the most popular choices for people who want a new career path, with new accountants coming from all walks of life. **Research shows:**



Fellow Members average salary is **£44,000 per annum.\***



of members that have completed an AAT accounting qualification agree it has **increased their earning potential.\***



Within the last year, 36% of AAT members **received a bonus.** This is up from 32% in 2021.\*

[\\*AAT Salary Survey 2023](#)



# What will it cost me?

AAT offers a cost effective route into a high-paying, stable profession  
– making it a great alternative to other qualifications.

**Pay Monthly**

**£45**

**Pay Quarterly**

**£120**

Save £15\*

**Pay Yearly**

**£430**

Save £110\*

\*Savings based on total monthly cost for the same time period







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**Get 50% off** hard copy books as an Eagle student and supplement your online materials.



## **Accessible**

No degree or apprenticeship needed, just the motivation to succeed! You can become qualified regardless of your background and get into your dream accounting job.

**Try FREE for 7 days >**

\*Within our opening hours of Monday to Thursday 8am-8pm, Friday 8am-5.30pm, Saturday 9am-5pm and Sunday 9am-1pm.

# The AAT qualification explained

To become a fully qualified AAT member, you need to complete three qualifications (sometimes called levels). Each of these is a full qualification in its own right, so even if you don't want to complete all three, you will still have a respected credential to show for all your hard work.

## AAT Level 2 Certificate in Accounting

### What You Learn

The Certificate covers the basic principles of accountancy, such as double-entry bookkeeping, costing and preparing financial statements, as well as how to use accounting software.

### Time to Complete

6–12 months

### Career Progression

Land yourself a job in a junior or entry level accounts role, such as an Accounts Assistant or Purchase/Sales Ledger Clerk.

## AAT Level 3 Diploma in Accounting

### What you Learn

The Diploma builds on your knowledge gained at Certificate level (level 2), teaching advanced bookkeeping, accounts preparation and ethics in accountancy.

### Time to Complete

6–12 months\*

### Career Progression

When you've completed the level 3 Diploma, jobs open to you can include Bookkeeper, Finance Assistant or Payroll Supervisor, with a nice salary increase too.

## AAT Level 4 Diploma in Professional Accounting

### What you Learn

The final level will teach you more complex accounting tasks such as budgeting, drafting financial statements and evaluating financial performance. You'll also get to choose two optional subjects to specialise in. This could include tax, auditing and cash and financial management. After this, you'll be fully qualified.

### Time to Complete

9–18 months

### Career Progression

You can apply to become a full AAT member and get the letters MAAT after your name, but more importantly you could get a job as a Payroll Manager, Senior Bookkeeper or Finance Analyst.





# How do I progress?

It usually takes around three years to complete all three levels – depending on how much time you have to study.

Each level is broken up into separate units, with exams at the end of each unit. These exams are computer based assessments (CBAs), taken at an AAT Approved assessment venue, or via remote invigilation (certain units only).

There are no set dates for these exams – you can take the exams at any time, when you feel ready and confident.

Level 2 also includes a synoptic assessment, which tests your understanding of connections between the different topics covered across the Qualification, as well as additional syllabus areas. These are sat at specific times of the year.

To become a full AAT member, you also need relevant work experience that demonstrates your knowledge and skills.

## Level 2 Certificate in Accounting (4 units)

Introduction to Bookkeeping

Principles of Bookkeeping Controls

Principles of Costing

The Business Environment

Business Environment Synoptic Assessment (BESY)

## Level 3 Diploma in Accounting (4 units)

Business Awareness

Financial Accounting: Preparing Financial Statements

Tax Processes for Businesses

Management Accounting Techniques

## Level 4 Diploma in Professional Accounting Mandatory Units (3 units)

Applied Management Accounting

Drafting and Interpreting Financial Statements

Internal Accounting Systems and Controls

## Level 4 Diploma in Professional Accounting (Optional Units)

Personal Tax

Business Tax

Credit and Debt Management

Cash and Financial Management

Audit and Assurance

# Your AAT checklist

We know that starting AAT can be overwhelming, so we've put together a handy checklist below to guide you through the process from start to finish. **Follow these steps and you'll be qualified in no time!**

1

## Choose your course

Make sure AAT is right for you, and find out which level you should start with.

2

## Choose your subscription

You can choose to pay for your course monthly, quarterly or yearly – whatever suits your budget.

3

## Register with AAT

In addition to subscribing to Eagle, you also need to [register as an AAT student](#) with the institute itself. Otherwise you can't take your exams!

4

## Start studying

You should now have everything in place to be able to start your training, and schedule your first exam when you feel ready!

## Contact us

If you have any questions about starting your course with Eagle, please feel free to get in touch:

Contact Form >

01978 722 511

[www.eagle-education.co.uk](http://www.eagle-education.co.uk)

