

**AAT Level 3 Diploma in Accounting**

Course details

Course Code: RACC044E

Duration: 17/09/2024

End date – 16/12/2025

Campus: Crawley,

**Business**

Welcome to Crawley College



Dear Student

**Contact your Study Programme Leader: Helen Hiscocks**

**Tel: 01293 442281**

**Email: hhiscocks@crawley.ac.uk**

Thank you for choosing to study AAT Level 3 Diploma in Accounting at Crawley College. I am the study programme leader for this course and look forward to working with you over the next year.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

 **Please ensure that on your first day you bring the following:**

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential.** If you can, please also bring a photocopy which you can leave with us.
2. A pen and paper. See below for the stationery you will need to purchase for the course.
3. If applicable, payment for your course/evidence of benefits

You will need to fill out a number of consent forms which will also be given to you during induction week.

The entry requirements for this course are: 4 GCSEs at Grade 3 including English and Maths. We will check your GCSE results on your first day in order to enrol you on the most appropriate level of Business. This will place you on a pathway to the final qualification you are planning to achieve, so you should not be concerned if your results are not what you expect.

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 Accounting is advantageous but not essential.

***English and Maths***

***NB****: All students aged 16-18 years on a full time course are required to update their English and Maths skills if they do not hold a GCSE grade A/9-C/4 in both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE resit (or equivalent qualification) alongside your main programme of study. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.*

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**What you need to bring with you:**

Note: All AAT students have to personally register as student members of the AAT. For all Levels and all ages the cost on initial registration is approx. £..These fees are not included in the course fees charged by the college.

The cost of the course includes tuition and first exam sitting for each module, but does not include text books or membership fees. We use the Osborne Tutorial books, the BPP Question Banks and the Kaplan Exam Kits and the total cost of books for all six modules will be approx £150. You must get all the books for each module as they will all be used in class.

Please feel free to contact me with any questions you may have regarding the above and I will be happy to help.

Best wishes,

Helen Hiscocks

01293 442200 ( ext 2281 )

Study Programme Leader