



AAT Level 3 Diploma in Accounting*

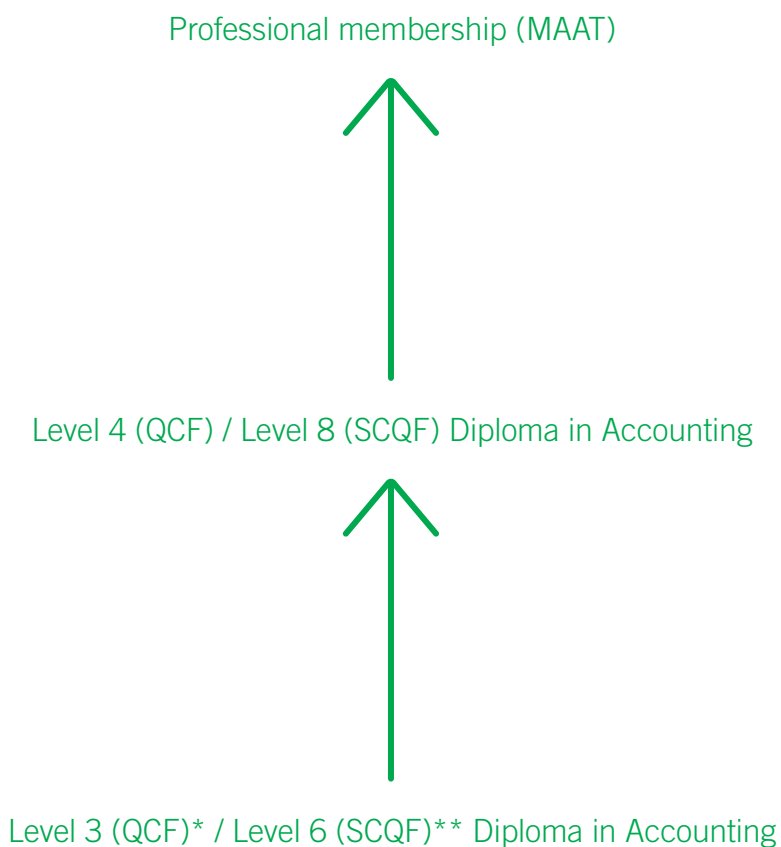
A guide to help you succeed

*In Scotland, AAT Diploma in Accounting at SCQF Level 6.

aat

Your AAT journey

As a standalone qualification, or as a step towards the advanced level, the intermediate level of the AAT Accounting Qualification allows you to move up to further study in accountancy and finance. And we'll be here to help you through your studies and support you every step of the way.



*QCF: Qualifications and Credit Framework

**SCQF: Scottish Credit and Qualifications Framework

AAT support

As part of your membership, you also have access to loads of other great resources to help you on your way.

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- Visit our social media channels for help and advice from other AAT students.

 - Check out our career support resources to help you progress your career further.

 - Attend a study support event[†]; they'll help develop your learning and give you the best foundation to achieve success.

 - Visit AAT forums for accountancy help and advice.

 - Apply for full AAT membership and boost your career, job satisfaction and earnings.

 - Our interview simulator can help you prepare for your job interview, increasing your chances of success.

 - Use our online CV[‡] Builder to create a CV[‡] that stands out from the crowd.

 - Interactive tutorials are online sessions that allow you to quickly gain the knowledge and skills you need.

 - Our Excel e-learning allows you to practice the skills that are relevant to you and develop your understanding of what Excel can do for you as a finance professional.

 - Look through thousands of jobs on our job search – from trainee positions through to senior management roles.
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Find out more...

...about getting ready for your assessments and access to our online support materials at aat.org.uk/level3support

[†] Study support events only available in the UK.
[‡] CV refers to resume in the UK.

Contents

Units

Accounts preparation (ACPR)	6
Prepare final accounts for sole traders and partnerships (FSTP)	8
Costs and revenues (CSTR)	12
Professional ethics (PETH)	14
Indirect tax (ITAX)	16
Spreadsheet software (SDST)	18

AAT Level 3 (QCF) / Level 6 (SCQF) Diploma in Accounting

The AAT Level 3 Diploma in Accounting is the intermediate level of the Accounting Qualification. It introduces more complex accounting tasks, such as maintaining cost accounting records and the preparation of reports and returns.

Once you've completed the intermediate level, you'll be awarded the AAT Level 3 Diploma in Accounting.

A guide to help you succeed

If you're looking for a guide to help you complete your AAT Diploma in Accounting, you've come to the right place.

This guide highlights all of the study support materials available to help you complete this level and progress on to the next level. It includes the following information:

- an overview of the units
- study support available for each unit through your MyAAT account
- highlights from the *Assessment performance reports* for each unit.

Support materials are available for all units at this level – this guide helps you make best use of all the resources available to you.

Once you've looked at all of the resources, use the checklist so you can keep track of which units you've prepared for.

Accounts preparation (ACPR)

Overview of unit

- Generally accepted accounting principles and concepts.
- Understanding accounting methods of recording non-current assets.
- Accounting for purchase of non-current assets.
- Accounting for depreciation.
- Accounting for disposal of non-current assets.
- Preparing and extending the trial balance.

Study support category

Guidance and standards	2
Mapping document	1
E-learning	6
Green Light test	1
Study support webinar	2
Performance feedback	1
Sample assessment	4

Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Accounts preparation.

Accounts preparation study support	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Control account reconciliations (sales/purchases ledger a/cs) e-learning module	<input type="checkbox"/>
Bank reconciliations e-learning module	<input type="checkbox"/>
Accounting for the part-exchange of non-current (fixed) assets e-learning module	<input type="checkbox"/>
Adjusting for accrued and prepaid income and expenses in ledger accounts e-learning module	<input type="checkbox"/>
Suspense accounts e-learning module	<input type="checkbox"/>
Non-current assets and depreciation e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Webinar recording and supporting notes	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

Assessment performance feedback for Accounts preparation

The *Assessment performance report*, published by the Lead Assessment Writer for Accounts preparation, reviews student performance in all Accounts preparation assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at aat.org.uk/level3support



Strong performance

The task which students have performed strongest in is task 1 – Non-current assets register.

In task 1, students are presented with information regarding acquisitions and disposals of non-current assets. They are required to assimilate data and complete an extract from a non-current assets register.



Weak performance

The task which students have found most challenging is task 6 – Extended trial balance and knowledge of good accounting practice.

Fewer than 10% of students in task 6 achieved full marks. The reason for this lies with the second part of the task where knowledge is explicitly tested. There is a large proportion of borderline results in this task, so for some learners, a little improvement here would be beneficial.

Have you read the Accounts preparation *Assessment performance report*? This is available at aat.org.uk/level3support



Prepare final accounts for sole traders and partnerships (FSTP)

Overview of unit

- 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 statement of financial position relating to a partnership.

Study support category

Guidance and standards	2
Mapping document	1
E-learning	3
Green Light test	1
Study support webinar	2
Performance feedback	1
Sample assessment	4

Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Prepare final accounts for sole traders and partnerships.

Prepare final accounts for sole traders and partnerships study support	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Other aspects of partnerships e-learning module	<input type="checkbox"/>
Other aspects of incomplete records e-learning module	<input type="checkbox"/>
Using mark-up and margin to solve incomplete records e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Webinar recording and supporting notes	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

Assessment performance feedback for Prepare final accounts for sole traders and partnerships

The Assessment performance report, published by the Lead Assessment Writer for Prepare final accounts for sole traders and partnerships, reviews student performance in all Prepare final accounts for sole traders and partnerships assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at aat.org.uk/level3support



Strong performance

The task which students have performed strongest in is task 3 – Preparing financial statements for sole traders.

Overall, performance in task 3 continues to be the strongest of the assessment and high scores are generally recorded. Students who struggle here are usually weak across the whole assessment. Students are required to follow the accounting policies accurately and then complete the statement of profit or loss.



Weak performance

The task which students have found most challenging is task 2 – Missing balances and the preparation of financial statements.

As in the past, task 2 causes the most difficulties. Performance was poor, with only half of students performing to at least meet the minimum requirements for competence. It is worth noting that approximately 20% of students are close to meeting the requirements.

Have you read the Prepare final accounts for sole traders and partnerships *Assessment performance report*?
This is available at aat.org.uk/level3support



“The resources on the AAT website are really useful – especially when revising for assessments. They helped me to develop assessment techniques to help with my training.”





Costs and revenues (CSTR)

Overview of unit

- 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.

Study support category

Guidance and standards	2
Mapping document	1
E-learning	3
Green Light test	1
Study support webinar	2
Performance feedback	1
Sample assessment	4

Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Costs and revenues.

Costs and revenues study support	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Under and over absorption of overheads e-learning module	<input type="checkbox"/>
Equivalent units e-learning module	<input type="checkbox"/>
Process costing e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Webinar recording and supporting notes	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>
Sample assessment (questions 2)	<input type="checkbox"/>
Sample assessment answers (questions 2)	<input type="checkbox"/>

Assessment performance feedback for Costs and revenues

The *Assessment performance report*, published by the Lead Assessment Writer for Costs and revenues, reviews student performance in all Costs and revenues assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

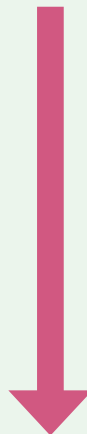
The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at aat.org.uk/level3support



Strong performance

The task which students have performed strongest in is task 2 – Cost accounting journal entries.

Task 2 tends to be fairly straightforward, and is generally answered well. There are, however, three common problem areas: not understanding the difference between the wages control account and bank account; reversing the debit and credit entries; confusing the purchase ledger control account and bank account.



Weak performance

The task which students have found most challenging is task 7 – Break-even (C-V-P) analysis.

Students find Task 7 to be the single most difficult to answer well in this assessment. There are a number of common problem areas here. These include students continuing to rely on the rote learning of break-even formulae. Although this is regularly highlighted in these reports, it does seem that the problem continues.

Have you read the Costs and revenues *Assessment performance report*? This is available at aat.org.uk/level3support



Professional ethics (PETH)

Overview of unit

- 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.

Study support category

Guidance and standards	2
Mapping document	1
E-learning	5
Green Light test	1
Performance feedback	1
Sample assessment	2

Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Professional ethics.

Professional ethics study support	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
The Conceptual Framework e-learning module	<input type="checkbox"/>
Conflicts of interest e-learning module	<input type="checkbox"/>
Remuneration and fees e-learning module	<input type="checkbox"/>
Professional appointment e-learning module	<input type="checkbox"/>
Money laundering e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>

Assessment performance feedback for Professional ethics

The *Assessment performance report*, published by the Lead Assessment Writer for Professional ethics, reviews student performance in all Professional ethics assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at aat.org.uk/level3support



Strong performance

The task which students have performed strongest in is task 2 – Technical and professional competence and due care, and professional behaviour, including the scope of the accountant's work and the importance of working within range of professional expertise.

Task 2 showed best performance. The student may be required to answer a simple question or state a fact, sometimes by completing a blank space in a statement. Some parts of the requirement are typically set in a 'real-life' context, with explanations required of the student.



Weak performance

The task which students have found most challenging is task 6 – Organisational values and organisation/industry codes of practice and regulations, including why organisations and individuals should act in line with values, and within both the law and relevant codes.

Task 6 showed weakest performance. Lack of knowledge or understanding contributed to this, such as, that the conceptual framework is a principles-based code rather than a rules-based one.

Have you read the Professional ethics *Assessment performance report*? This is available at aat.org.uk/level3support



Indirect tax

(ITAX)

Overview of unit

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

Study support category

Guidance and standards	2
Mapping document	1
E-learning	5
Green Light test	1
Study support webinar	2
Performance feedback	1
Sample assessment	3

Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Indirect tax.

Indirect tax study support	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance (FA2014)	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Completing a simple VAT return e-learning module	<input type="checkbox"/>
VAT invoicing: tax points and date of issue e-learning module	<input type="checkbox"/>
Completing a more complex VAT return e-learning module	<input type="checkbox"/>
VAT invoices and discounts e-learning module	<input type="checkbox"/>
VAT – What can be claimed e-learning module	<input type="checkbox"/>
Green Light test	<input type="checkbox"/>
Webinar recording and supporting notes	<input type="checkbox"/>
Assessment performance report	<input type="checkbox"/>
Sample assessment FA2014 (question 1)	<input type="checkbox"/>
Sample assessment FA2014 answers (question 1)	<input type="checkbox"/>
Assessment reference guide FA2014	<input type="checkbox"/>

Assessment performance feedback for Indirect tax

The *Assessment performance report*, published by the Lead Assessment Writer for Indirect tax, reviews student performance in all Indirect tax assessments taken from 1 October 2014 to 31 March 2015. In the report, we provide task by task feedback and advice to form a comprehensive review of this unit. This includes advice on how best to approach the assessment.

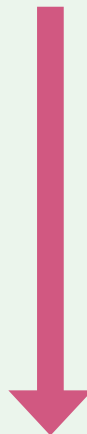
The full report, including the tasks highlighted below where student performance was strong and where it was weak, is available at aat.org.uk/level3support



Strong performance

The task which students have performed strongest in is task 8 – Communicating VAT information.

The purpose of task 8 is to test a student's ability to communicate with others and to absorb accurately the data given to them before completing the exercise. In most cases this was done well by students with 80% in the sample reviewed meeting the competency requirement.



Weak performance

The task which students have found most challenging is task 6 – Preparing specific figures for the VAT return.

Although some students score very highly in task 6, a considerable number do not even attempt the task and so score nothing. Where a poor attempt is made, the problem appears to be that the student does not know how to deal with bad debt relief or fuel scale charges in a VAT return.

Have you read the Indirect tax *Assessment performance report*?
This is available at aat.org.uk/level3support

Spreadsheet software

(SDST)

Overview of unit

- Using a spreadsheet to enter, edit and organise numerical and other data.
- Selecting and using appropriate formulas and data analysis tools and techniques to meet requirements.
- Using tools and techniques to present, and format and publish spreadsheet information.

Study support category

Guidance and standards	2
Mapping document	1
E-learning	5
Sample assessment	3

Checklist

Use the checklist below to ensure you have accessed all of the support materials available for Spreadsheet software.

Spreadsheet software study support	<input checked="" type="checkbox"/>
Standards: unit specification	<input type="checkbox"/>
Guidance	<input type="checkbox"/>
Mapping document	<input type="checkbox"/>
Basic spreadsheet techniques and formatting Worked solution e-learning module	<input type="checkbox"/>
VLOOKUP and HLOOKUP e-learning module	<input type="checkbox"/>
Logical functions e-learning module	<input type="checkbox"/>
Working with numbers e-learning module	<input type="checkbox"/>
Pivot tables, charts and data filtering Worked solution e-learning module	<input type="checkbox"/>
Sample assessment data (questions 1)	<input type="checkbox"/>
Sample assessment (questions 1)	<input type="checkbox"/>
Sample assessment answers (questions 1)	<input type="checkbox"/>

Samuel Evans MAAT
Morris & Co Chartered Accountants

“I find the Green Light test very helpful. You can pick up on your strong points and where you need to work harder.”



Any questions?

Call our Customer Service team on **+44 (0)20 3735 2468**.
Lines are open 09.00 to 17.00 (UK time), Monday to Friday.
Or to access these study support materials visit aat.org.uk/level3support



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