

Study an AAT Qualification with DLC Training

DLC Training is the UK's leading provider of distance learning courses. We are renowned for our industry expertise, our unrivalled support packages and our dedication to helping each and every learner, achieve the qualifications they need to succeed. With a student pass rate of 98.6% our results speak for themselves. Choosing the right training provider is vitally important in ensuring you get the most out of your learning and benefit from studying for a professional qualification. DLC work with leading professional institutes to provide the highest quality of training to our students. With qualifications from level 1 to level 7 we can support individuals at every stage of their professional development journey.

Studying with us

From the first time you speak with the DLC Training team, throughout your training and beyond, you can study safe in the knowledge that our team of experts are supporting you every step of the way. Our highly qualified course advisers will assist you with choosing the right course for you. When you begin your studies our experienced mentors are on hand to enhance your learning journey, while guiding you through your training, and our team of industry expert tutors, who have decades of experience in their specialist subjects, will use their knowledge and understanding to provide insight and explanations to any questions you may have, mark the work you submit, and produce detailed and constructive feedback to support you with your studies.



Accountancy, Bookkeeping and Finance Professional Qualifications

Studying your AAT qualification with DLC Training offers you the opportunity to enhance your career prospects and boost your earning potential, whilst benefiting from freedom and flexibility.

AAT qualifications are extremely highly regarded by employers, they enable you to demonstrate your professionalism, skills and ability.



AAT Courses Skills that matter

Increase your knowledge and enhance your employability.

From multinational organisations through to local high street companies, accounting and finance skills are at the heart of every business

AAT in Numbers

Why AAT lead the way in accounting and finance qualifications:



140,000+
members and growing



80,000
students studying AAT qualifications



members in
100 Countries

Accounting

Foundation Certificate in Accounting

[VIEW COURSES](#)

Bookkeeping

Access Award in Accounting Software
Access Award in Bookkeeping
Foundation Certificate in Bookkeeping

[VIEW COURSES](#)

Business Skills

Access Award in Business Skills

[VIEW COURSES](#)

AAT are recognised as the leading awarding body within the Accounting Industry. DLC Training have partnered with AAT to ensure that you are highly supported to achieve this internationally recognised qualification.

Foundation Certificate in Accounting (Level 2)

This accounting qualification will offer you opportunities in junior and entry level accounting roles. It delivers a solid foundation in finance administration and the scope to progress your career with further AAT qualifications.

Your support package includes your study materials, access to the on-line learning platform along with unlimited support from your AAT Tutor and your Student Mentor.

The Foundation Certificate will suit you if:

- You work in accounts and would like a formal qualification
- You would like to gain new skills to help develop or change your career
- You're a school leaver looking for an introduction into accounting and finance

Passing the course, what's involved?

The AAT Foundation Certificate in Accounting covers a range of foundation accounting and finance skills.

Learners need to complete all units to achieve this qualification.

This course will cover:

1. Bookkeeping Transactions
2. Bookkeeping Controls
3. Elements of Costing
4. Using Accounting Software
5. Synoptic Assessment



Level 2 is equivalent to a GCSE A*-C qualification

What kind of job could I get with this qualification?

- Accounts Administrator
- Accounts Assistant
- Payroll Administrator
- Trainee Accounts Technician

What could I expect to earn?

- £16,700 - £26,000*

Access Award (Level 1)

This course is designed for those with no prior knowledge of the accountancy industry and introduce the role of a bookkeeper, bookkeeping techniques and accountancy software.

If you're taking that first step onto the accountancy career ladder, an AAT distance learning course is the best route to give you that professional advantage. AAT Qualifications are recognised by employers worldwide as practical and technical qualifications that prepare students working specifically in accountancy and finance.

Access Award in Bookkeeping (Level 1)

This is a 4 unit course, assessed by 1 examination. You will learn how to establish key single-entry manual bookkeeping skills, and gain an understanding about the role of a bookkeeper.

Passing the course, what's involved?

The Level 1 AAT Access Award in Bookkeeping introduces the role of a bookkeeper and simple bookkeeping techniques.

This course will cover:

1. Understand the role of the bookkeeper
2. Understand financial transactions
3. Process customer and supplier transactions
4. Process receipts and payments



Level 1 is equivalent to a GCSE D-F qualification

Bookkeeping is a key function at the heart of every business, and the first step in the accounting process. AAT qualifications will provide you with the principles that underpin modern bookkeeping, allowing you to develop the skills needed for a career as a professional bookkeeper.

Foundation Certificate in Bookkeeping (Level 2)

The purpose of the AAT Foundation Certificate in Bookkeeping is to ensure that students have the solid bookkeeping skills necessary for most finance roles. Students will gain the knowledge and skills needed to carry out typical bookkeeping transactions and tasks.

The Foundation Certificate will suit you if:

You are working in another industry and want a career change or you work in the finance and accountancy field and are looking to progress your career and get a professional qualification.

Passing the course, what's involved?

Students will gain the knowledge and skills needed to carry out typical bookkeeping transactions and tasks. This course is assessed in two end-of-unit assessments. Learners need to complete 2 mandatory units to achieve this qualification.

This course will cover:

1. Bookkeeping Transactions
2. Bookkeeping Controls



Level 2 is equivalent to a GCSE A*-C qualification

What kind of job could I get with this qualification?

- Clerical Assistant
- Trainee Bookkeeper
- Accounts Clerk
- Finance Assistant
- Accounts Administrator

What could I expect to earn?

- £18,000 - £25,000



Access Award to Business Skills (Level 1)

This qualification is perfect for young people and those taking their first step on the career ladder. As well as covering the basic accounting techniques and principles you'll gain a broader understanding of the business environment and how to prepare for entering the world of work.

The course will help you develop an understanding of how different organisations operate, across both the public and private sectors. You will learn how to contribute effectively in the workplace by working with others, effective time management, behaving professionally and maintaining security of data.

The Access Award will suit you if:

- You're a school leaver and looking to learn basic business skills.
- You enjoy maths and want to see if it's a possible career for you.
- English is your second language and need to learn basic business language.
- You've not worked in an office environment and want to gain skills in professional office behaviour.

Passing the course, what's involved?

The qualification covers a range of skills and the relevant supporting knowledge. Learners need to complete 3 mandatory units to achieve this qualification.

This course will cover:

1. Preparing for Work
2. Using Numbers in Business
3. Sales and Purchases in Business



Level 1 is equivalent to a GCSE D-F qualification

What kind of job could I get with this qualification?

- Administrative Assistant
- Receptionist
- Data Entry Clerk
- Accounts Administrator

How you'll be assessed

When studying an AAT qualification, your knowledge and skills will be tested via computer based assessments (CBAs). These are administered by assessment centres which are located throughout the UK, making it easy for you to take your exams.

Computer based assessments

Computer based assessments are marked one of three ways:

- wholly computer marked, and so results will be available automatically
- partially computer marked and partially human marked, and so results will be available within six weeks
- wholly human marked, and so results will be available within six weeks.



When are you assessed?

You will sit assessments when you are ready, along with the regular support via email, telephone and direct messaging you will have access to additional pre-examination support from the Student Support Team and Tutor Team to ensure you are fully prepared. The Student Support team will help you schedule your examinations.

Synoptic assessments will test your understanding of connections between the different topics covered across the qualification. Synoptic assessments are sat towards the end of a qualification and are taken at specific times of the year.

[VIEW THE SCHEDULE FOR SYNOPTIC ASSESSMENT SITTINGS](#)

Fees

Assessment fees range between £70-£100 depending on the qualification you are studying.

Assessment fees are paid directly to AAT Approved Assessment Venue and are not included within the course fee.





The Association of Accounting Technicians, or AAT, is a UK qualification and professional body for vocational accountants, with over 140,000 members worldwide.

Your Membership Includes:

- Access to **resources and support** to help you succeed in your studies
- Access to **MyAAT**, an **interactive service**
- **Sample assessments** and unit overview
- **E-learning** modules
- **Green Light checks** to check understanding
- **Career tips** direct from employers
- Online **CV builder**
- Information on where **AAT** can take you
- Join the AAT **social community**
- Discuss your studies and **swap ideas**
- Access to AAT Discussion **forums**
- Access to the **AAT blog** - AAT Comment
- Access to AAT **weekly newsletter**, delivered straight to your mailbox
- Access to **monthly Accounting Technicians magazine**
- Invitation to AAT **networking events**

About your AAT Membership

An AAT Membership is an investment; one that will surely pay for itself several times over - not only by representing significant value for money, but by having a hugely positive impact on your career as well.

Your membership will see you gain access to a huge library of tools and resources, a global network of over 140,000 members and an exclusive rewards site that can help you save money on things that you buy every day.

Being an AAT member has the potential to make you more marketable to employers too. With AAT on your CV you demonstrate a level of excellence sought after by employers across all industries. Once you become an AAT full member, you can use the letters MAAT after your name, which will tell employers and clients that you've proven your expertise.



What happens after I qualify?

Find out where your qualification can take you.

With an AAT qualification on your CV, you'll open doors to a wide range of career opportunities.

Professional Status - Show your credentials with MAAT or AATQB:

After completing your AAT Level 4 qualification, you can move upwards to either MAAT or AATQB status - using designatory letters after your name. This level of professionalism demonstrates your commitment to the profession and your personal learning.

Qualifications with Business as the Focus

Businesses need employees with practical accountancy and bookkeeping skills. AAT qualifications have been developed with employers in mind, just one of the reasons why they are so highly regarded and account for around 80% of qualifications in accounting.

Five Valuable Points;

1. Employers trust AAT
2. Having AAT Qualifications on your CV will boost your career
3. You can progress from entry level to a Professional Diploma
4. DLC Training provides you with invaluable support throughout your studies
5. AAT courses provide you with the practical skills require for a successful career

Be you own boss

Determine your future as an AAT licensed member after completing the Professional Diploma in Accounting or the Advanced Certificate in Bookkeeping. Enjoy the freedom of deciding your own services, clients and hours - plus the possibility of working from home, or closer to your family.

Keep your skills fresh

In the fast-changing world of accounting and finance you need to keep your skills fresh. From online support to discounted events, professional membership provides you with a comprehensive and cost-effective means to do this.

The skills you will learn with AAT are the practical, real-world skills every business needs - from a globally recognised awarding body, helping you stand out from the crowd.



[RETURN TO AAT OVERVIEW](#)

Your DLC Support Package

Support

Here at DLC Training, we pride ourselves on providing a 5* distance learning experience for every student. We have built an unrivalled support package customised to meet the needs of our learners. As well as a dedicated student mentor team, each student has unlimited access to industry expert tutors who will share their experience and understanding of the industry to provide an outstanding learning journey, ensuring every learner achieves their individual development aims.

The student support team can be contacted by email, phone, Skype and Facetime, as well as through our superior learning platform where you can direct message any member of team. With so many methods of contact available, the only difficulty will be choosing which way is best for you.

What's included?

- **Student Support Team** - We have a dedicated enrolment team who are on hand to ensure your enrolment is as quick and easy as possible. We understand you want to start your studies as soon as possible without any hassle and the enrolment team are here to make sure that is exactly what happens.
- **Industry Expert Tutors** - We believe our Tutors are one of the many reasons we have a student pass rate of 98.6%.
- **Mentor Support** - Every student studying with DLC Training has a Mentor on hand to offer support and guidance throughout your studies. The Mentors are a vital part of the distance learning experience.
- **Exam and Assignment Support** - Depending on the course you have selected, you may be required to take exams or write assignments. The exam and assignment support means you never have to worry about being unprepared.

Freedom to study in your own way

The main advantage of distance learning is the ability to work at your **own pace**, in your **own time** and in the comfort of your **own home**. This means that with the right planning and schedule in place, you can get a great balance between your studies and other commitments, and even earn while you learn.

Resources

Unlike a classroom course, with our distance learning courses you don't have to rely on your notes to pass units or assignments. You can **revisit your study materials** and **online resources** at any point to refresh your understanding.



Unbeatable Support Package

We guarantee the best support package on the market with industry experts here to support you through your studies.



Outstanding Performance

We are proud of our 98.6% pass rate and so we guarantee you are in safe hands when enrolling on a course with DLC.



Recognised Certification

Upon completion of your studies you will receive globally recognised certification of achievement.



Flexible Study

We understand that every single professional is unique, that's why we build our courses to enable you to study in the way that suits you and your needs.