



**HTFT**  
AAT Academy

**AAT 2015**

 **HTFT**  
PARTNERSHIP  
Providing an *innovative* accountancy learning solution

# Welcome to HTFT Partnership

Welcome to HTFT Partnership, **the future of personalised accounting exam success.**

We offer a range of courses covering AAT at Levels 2, 3 and 4 and we believe our students should not view their study as being separate to the workplace but rather should understand how they will utilise their studies in their day-to-day work and be able to contextualise their studies as being supportive in their development as fully qualified finance professionals.

The HTFT Partnership approach is to ensure the programmes we deliver fits with the busy work times of our clients and supports them in developing as good professionals.

Different students have different learning styles. Our programmes ensure that all learning styles are addressed. All HTFT students will be encouraged to think for themselves and all tutors will put that into context as part of the approach to achieving the AAT qualification.

## AAT 2015

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## Why study with HTFT?

HTFT Partnership was formed with the aim of leading the **future of personalised accounting exam success**. By studying with us you will benefit from:

- **Dedicated tutor support:** you will be assigned to a dedicated tutor per course who will be available to you via phone, email and online through our community
- **Flexible learning options:** classroom, home study and online courses that are all recorded and available on a rewind and re-play basis through our online community
- **Prize winning tutors:** two of our expert tutors have won PQ Magazine private sector lecturer of the year in 2007 and 2010
- **Exam-focused tuition and revision notes:** our tutors write their own exam-focused notes, using their knowledge and experience of the syllabus and the papers
- **Our online community:** HTFT have an online community for our students where you will be able to access recordings, submit mock exams, ask questions, and talk to your tutor

**HTFT's innovative 'protected' pass guarantee:** a lifetime pass guarantee based on the submission of all mocks all scoring over 70% - although students are allowed to re-submit each mock until they score over 70% - securing the pass guarantee and developing exam techniques.

## HTFT's AAT Academy



HTFT's AAT Academy has been established to provide the best and highest quality training and support possible, both for students and employers.

Our AAT Academy will:

- Support employers in the recruitment of high calibre, motivated individuals
- Blend technology and traditional delivery methods to create programmes of learning that engage all students
- Put the employer at the heart of individual timetables – giving the employer choice over when learning takes place
- Use a 'Flipped Classroom' approach to drive the mastering of subjects
- Provide all students and employers with a dedicated point of contact

HTFT's AAT Academy will support you if you are on your first steps to becoming a qualified accountant, or if you are in an accountancy role and wish to develop your skills.



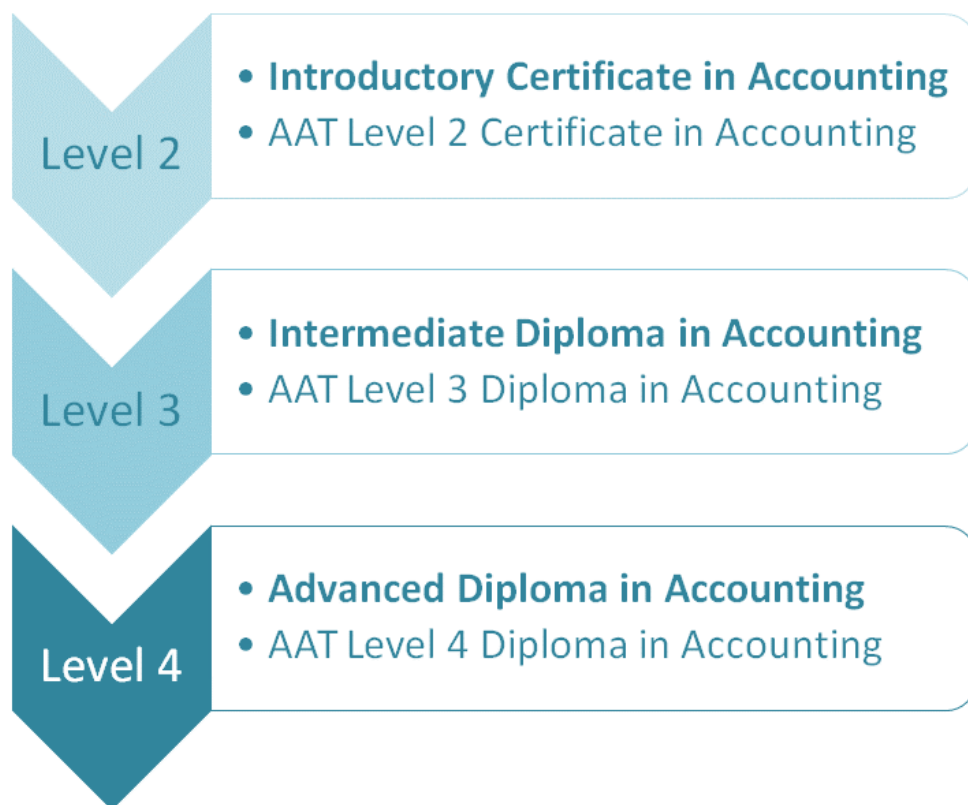
We want to help you achieve your potential and succeed with your AAT studies.

For more information call: 0121 745 8842.

# aat The Association of Accounting Technicians

The AAT Accounting Qualification will start you on the path to a successful accounting and finance career. Recognised by leading employers in the UK and around the world, this is the perfect qualification whether you're starting out, already working in finance, or looking to gain the skills to change career.

Through the three qualifications, you'll learn practical skills to prime you for the workplace, from basic finance administration skills, preparing final accounts, through to complex management accounting tasks. Upon completion you can go on to professional membership and use the designatory letters MAAT after your name.



## Benefits of these qualifications

- A globally recognised qualification, valued by leading employers
- Flexible study options with over 450 training providers around the UK
- Progression opportunities to further AAT qualifications and a choice of great careers
- Boost your earning potential by progressing through each level, and becoming a MAAT
- Fast track to chartered studies with exemptions from other professional accounting bodies

# AAT Level 2 Certificate in Accounting

The aim of this qualification is to introduce you to basic accounting and finance skills. You'll develop your skills in finance administration: double-entry bookkeeping, basic costing principles and purchase, sales and general ledgers.

As a standalone qualification, or as a first step towards the intermediate and advanced levels, it will allow you to move up to further study in accountancy and finance. Typically the qualification takes 12 months to complete.

The introductory level will suit you if:

- You work in accounts and would like a formal qualification in the field
- You would like to acquire new skills to help with a change in your career
- You're a school leaver looking for an introduction to accounting and finance
- You would like to go onto be an AAT full member or study for chartered status

## Level 2 units and assessment

AAT Level 2 Certificate in Accounting – all five units are mandatory					
Units	Processing bookkeeping transactions (PBKT)	Control accounts, journals and the banking system (CJBS)	Work effectively in accounting and finance (WKAF)	Basic costing (BCST)	Computerised accounting (CPAG)
	Computer Based Test	Computer Based Test	Computer Based Test	Computer Based Test	Computer Based Project

## Computer based assessment

There are two main types of computer based assessment (CBA):

- Computer based tests (CBT) marked by AAT. Level 2 and 3 provisional results are available on the assessment day. Level 4 results are available within six weeks of the assessment date
- Computer based projects (CBP) marked by HTFT Partnership. Results are available after the project has been assessed and internally verified by HTFT Partnership.

# AAT Level 3 Diploma in Accounting

The aim of this qualification is to enhance the skills developed in the introductory level. You'll master more complex financial processes, including final accounts for sole traders and partnerships, reports and returns and professional ethics.

As a standalone qualification, or as a first step towards the intermediate and advanced levels, it will allow you to move up to further study in accountancy and finance. Typically the qualification takes 12 months to complete.

The intermediate level will suit you if:

- You've completed the introductory accounting level and would like to build your skills
- You're already working in finance and you'd like a formal recognition of your skills
- You would like to go onto be an AAT full member or study for chartered status

## Level 3 units and assessment

AAT Level 3 Diploma in Accounting – all six units are mandatory						
Units	Accounts preparation (ACPR)	Prepare final accounts for sole traders and partnerships (FSTP)	Costs and revenues (CSTR)	Indirect tax (ITAX)	Professional ethics (PETH)	Spreadsheets software (SDST)
	Computer Based Test	Computer Based Test	Computer Based Test	Computer Based Test	Computer Based Project	Computer Based Project

***“As a student the flexibility HTFT offers is what makes it ideal for me, effectively the course is focused around me!” – NS, HTFT student***



# AAT Level 4 Diploma in Accounting

The aim of this qualification is to enhance the skills developed in the intermediate level. You'll look at financial team leader skills, including financial statements for limited companies, complex management skills and specialist learning areas.

Upon completion, you will automatically become an AAT affiliate member and with relevant work experience will qualify for AAT full membership. Typically the qualification takes between 12 and 18 months to complete.

The advanced level will suit you if:

- You've completed the intermediate accounting level and would like to build your skills
- You're already working in finance and you'd like a formal recognition of your skills
- You would like to go onto be an AAT full member or study for chartered status

## Level 4 units and assessment

AAT Level 4 Diploma in Accounting – four mandatory units and a <b>two specialist units</b> (from a choice of five)					
Units	Financial statements (FSTM)	Budgeting (BDGT)	Business tax (BTAX)	Personal tax (PTAX)	External auditing (EXTA)
	Computer Based Test	Computer Based Test	Computer Based Test	Computer Based Test	Computer Based Test
Units	Internal control and accounting systems (ISYS)	Financial performance (FPFM)	Cash Management (CSHM)	Credit Control (CRDC)	
	Computer Based Project	Computer Based Test	Computer Based Test	Computer Based Test	

# AAT packages

We have created two distinct packages for AAT across the levels:

- HTFT Online plus
- HTFT Ultimate Live Online

Everybody has a different learning style and our packages reflect this to give you greater choice in how you learn.

Our AAT packages, with details of what you receive, for 2015 are:

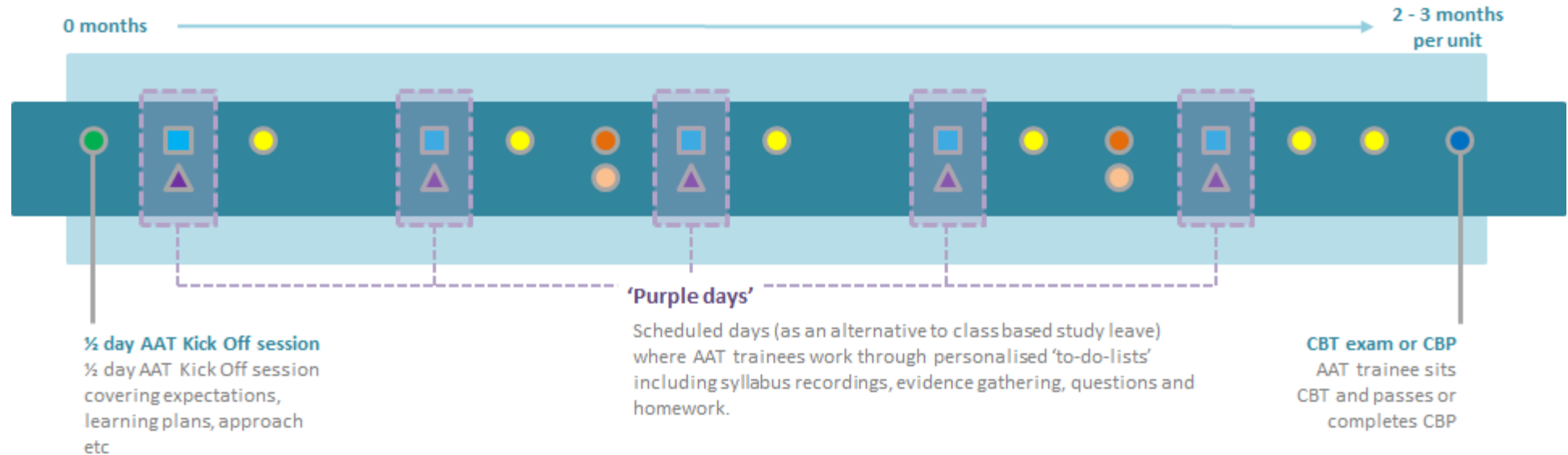
	HTFT Online plus	HTFT Ultimate Live Online
Access to HTFT's Online Learning Community	✓	✓
Full AAT unit syllabus via knowledge dedicated 'Rewind & Replay' recordings	✓	✓
AAT unit study notes, created by HTFT Partnership	✓	✓
Tutor annotated version of HTFT study notes	✓	✓
Live online masterclasses		✓
Homework after each masterclass – marked, and debriefed by your tutor		✓
'Rewind & Replay' recordings of masterclasses	✓	✓
2 x HTFT Partnership mock exams		✓
Individual mock debriefs via 'Rewind & Replay' recordings	✓	✓
1 x HTFT Partnership mock exam	✓	✓
AAT approved study text, exam kit and pocket notes		✓
HTFT Partnership's pass guarantee		✓

***“The enthusiasm and energy of the HTFT team has been impressive and has generated very positive feedback from our trainees” – MH, HTFT client***










# HTFT's AAT delivery model (per unit)



### Key

-  Pre-recorded knowledge tuition sessions available on Rewind and Replay (short bite sized recordings hosted on online community)
-  Homework – linked to knowledge tuition sessions and submitted by trainees
-  'Live' online masterclasses covering specific topics and requested areas of knowledge (recorded and uploaded to online community)
-  Mock exams (designed to AAT standards) completed by trainees under exam conditions and submitted
-  Recorded debriefs of Mock exams available on a Rewind and Replay basis via online community



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# AAT delivery model

## Flipping the classroom

Through our Flipping the Classroom model we assign our AAT lectures as homework, and what would be homework is covered in our masterclasses with your dedicated tutor:



More information on our Flipped Classroom can be found on page 13

## Extra Support

Our Online Learning Community sits at the heart of our AAT Academy.

Through this community you will be able to talk to your tutor, access mock exams, engage with other students, download additional resources, submit questions and re-watch your lectures and masterclasses.

## AAT package prices

Level 2 Certificate in Accounting		
	Online plus	Ultimate Live Online
PBKT	£200.00	£335.00
CJBS	£125.00	£210.00
WKAF	£120.00	£195.00
BCST	£125.00	£210.00
CPAG	£120.00	£200.00
Complete Level	£690.00	£1,150.00

Level 3 Diploma in Accounting		
	Online plus	Ultimate Live Online
ACPR	£200.00	£340.00
FSTP	£125.00	£210.00
CSTR	£200.00	£340.00
ITAX	£105.00	£180.00
PETH	£110.00	£190.00
SDST	£110.00	£190.00
Complete Level	£850.00	£1,450.00

Level 4 Diploma in Accounting		
	Online plus	Ultimate Live Online
FSTM	£300.00	£500.00
ISYS	£250.00	£375.00
BDGT	£180.00	£300.00
FPFM	£240.00	£400.00
BTAX	£240.00	£400.00
PTAX	£195.00	£325.00
EXTA	£195.00	£325.00
Complete Level	£1,405.00	£2,300.00

By booking the **'complete level'** there is a **5%** discount for the **HTFT Online Plus** package and a **10%** discount for the **HTFT Ultimate Live Online** package

All prices are for one paper and are inclusive of VAT.

Prices quoted do not include AAT exam fees or your AAT subscription and membership fees.

## HTFT's 'Flipping the Classroom'

Through our Flipping the Classroom model we assign our lectures as homework, and what would be homework is covered in our masterclasses.

In traditional lectures, trainees try to capture what is being said at the instant the tutor says it. They are unable to stop and reflect upon the knowledge being imparted, and they may miss significant points because they are trying to write down the tutor's words.

By contrast, in Flipping the Classroom, our trainees access pre-recorded videos that they control (they can watch, rewind, pause and fast-forward as needed) prior to attending the masterclass sessions, where 'in-class' time is devoted to application of knowledge.

The value of our flipped classroom is both in allowing trainees to watch the recordings and learn at a time and pace that suit them, in addition to repurposing masterclass time into activities where trainees test their skills and apply their knowledge – delivering a full mastering of skills.

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# Flipping the classroom

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## HTFT's approach to mastering

Through the AQ13 syllabus, AAT is fully embracing technology with the end of unit computer based tests or projects.

The competency pass mark for computer based tests and projects means the traditional approach to study is no longer fit for purpose. Students will need to master the subjects.

A flipped classroom was introduced by the Khan Academy as a proven approach to mastering technical subjects.

Through our flipping classroom, our trainees access pre-recorded videos that they control (they can watch, rewind, pause and fast-forward as needed) prior to attending the masterclass sessions, where 'in-class' time is devoted to application of knowledge.

The value of our flipped classroom is both in allowing trainees to watch the recordings and learn at a time and pace that suit them, in addition to repurposing masterclass time into activities where trainees test their skills and apply their knowledge – delivering a full mastering of skills.



# Timetable: Online Plus and Ultimate Live Online

Please contact us with your individual requirements and we will prepare you a bespoke timetable.

Level 2 Certificate in Accounting	
March 2015 start	
Induction	07-Mar
PBKT	21-Mar, 31-Mar, 14-Apr, 28-Apr & 12-May
CJBS	16-Jun, 30-Jun, 14-Jul, 28-Jul & 11-Aug
CPAG	15-Sep, 29-Sep & 13-Oct
BCST	10-Nov, 24-Nov & 8-Dec
WKAF	19-Jan & 23-Jan (2016)

Level 3 Diploma in Accounting	
March 2015 start	
Induction	07-Mar
ACPR	22-Mar, 30-Mar, 13-Apr, 27-Apr & 11-May
FSTP	16-Jun, 30-Jun & 14-Jul
CSTR	18-Aug, 1-Sep, 15-Sep, 29-Sep & 13-Oct
ITAX	17-Nov & 1-Dec
SDST	12-Jan & 16-Jan (2016)
PETH	9-Feb & 13-Feb (2016)

Level 4 Diploma in Accounting	
March 2015 start	
Induction	07-Mar
ISYS	10-Mar & 24-Mar + individual 1:1's
FSTM	30-Mar, 13-Apr, 27-Apr, 11-May, 25-May, 8-Jun & 22-Jun
BDGT	30-Jul, 13-Aug & 27-Aug
FPFM	1-Oct, 15-Oct, 29-Oct, 12-Nov & 26-Nov
BTAX	9-Jan, 16-Jan & 23-Jan (2016)
PTAX	13-Feb, 18-Feb & 27-Feb (2016)
EXTA	22-Mar & 26-Mar (2016)

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