

AAT 2018



The future of personalised accounting exam success



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.

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Why study with HTFT Partnership

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.

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.



AQ2016

In September 2016, AAT introduced the AAT Accounting Qualifications (AQ2016).

The three new qualifications are called:



Benefits of these qualifications

- A globally recognised qualification, valued by leading employers
- 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

Foundation Certificate in Accounting (Level 2)

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, and 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

Bookkeeping Transactions	Bookkeeping Controls	Elements of Costing	Using Accounting Software	Work Effectively in Finance
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Key



Unit assessments completed via Computer Based Exams

Synoptic assessment for the Level including elements from Bookkeeping Transactions, Bookkeeping Controls and Elements of Costing

Advanced Diploma in Accounting (Level 3)

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 Professional Diploma, it will allow you to move up to further study in accountancy and finance. Typically the qualification takes 12 months to complete.

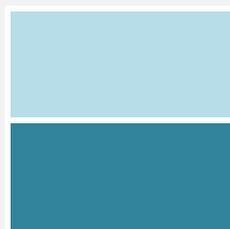
The Advanced Diploma will suit you if:

- You've completed the Foundation Certificate in Accounting 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

Advanced Bookkeeping	Final Accounts Preparation	Management Accounting: Costing	Indirect Tax	Ethics for Accountants	Spreadsheets for Accounting
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Key



Unit assessments completed via Computer Based Exams

Synoptic assessment for the Level including elements from Advanced Bookkeeping, Final Accounts Preparation, Management Accounting Costing and Indirect Tax

Professional Diploma in Accounting (Level 4)

The aim of this qualification is to enhance the skills developed in the Advanced Diploma in Accounting 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 Professional Diploma will suit you if:

- You've completed the Advanced Diploma in Accounting 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 (mandatory units)

Financial Statements of Limited Companies	Management Accounting: Budgeting	Management Accounting: Decision and Control	Accounting Systems and Controls
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Key

	Unit assessments completed via Computer Based Exams
	Synoptic assessment for the Level including elements from Financial Statements of Limited Companies, Management Accounting: Budgeting, and Management Accounting: Decision and Control

Level 4 units and assessment (optional units): choose 2 from 5

Personal Tax	Business Tax	Credit Management	Cash and Treasury Management	External Auditing
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Key

	Unit assessments completed via Computer Based Exams
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HTFT Partnership AAT packages

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

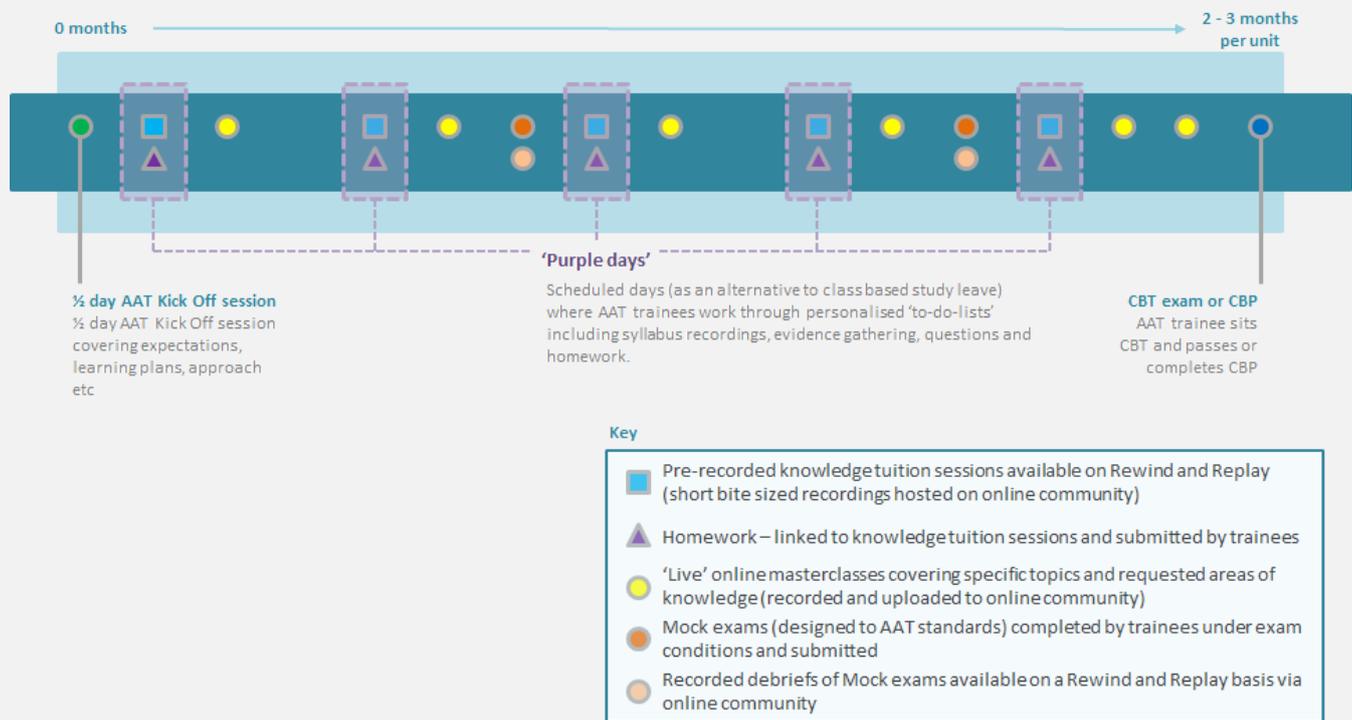
- HTFT On-demand
- HTFT Ultimate Live

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

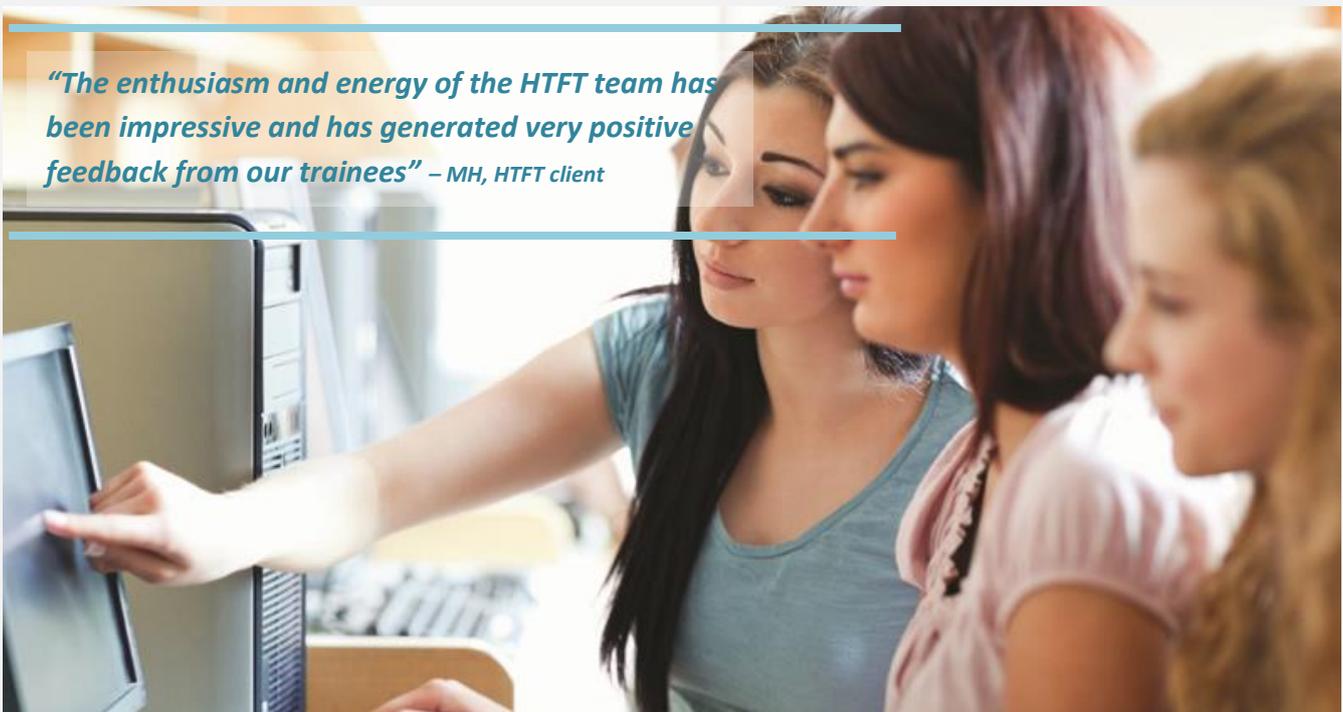
Our AAT packages, with details of what you receive, for 2018 are:

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

HTFT Partnership AAT delivery model (per unit)



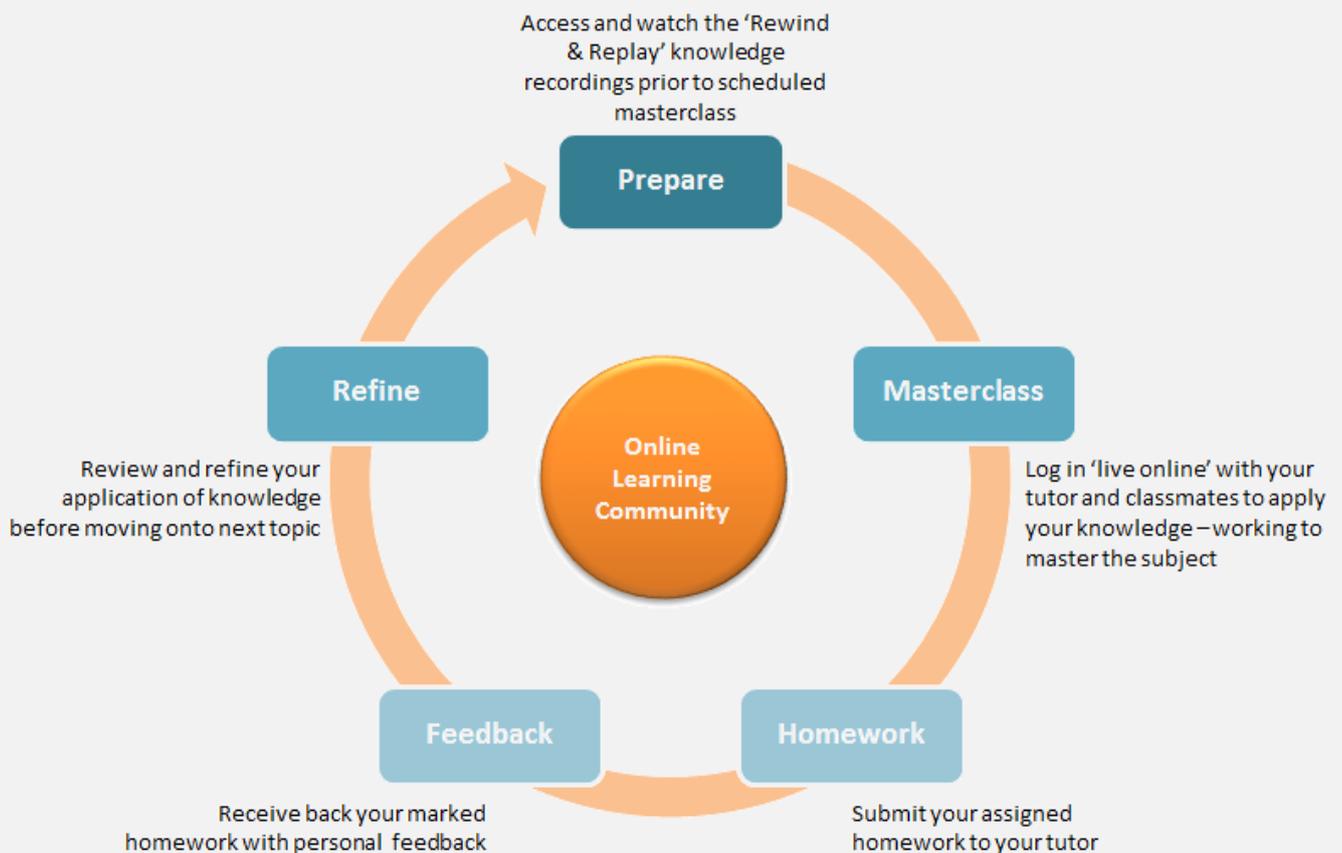
"The enthusiasm and energy of the HTFT team has been impressive and has generated very positive feedback from our trainees" – MH, HTFT client



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:



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.

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.

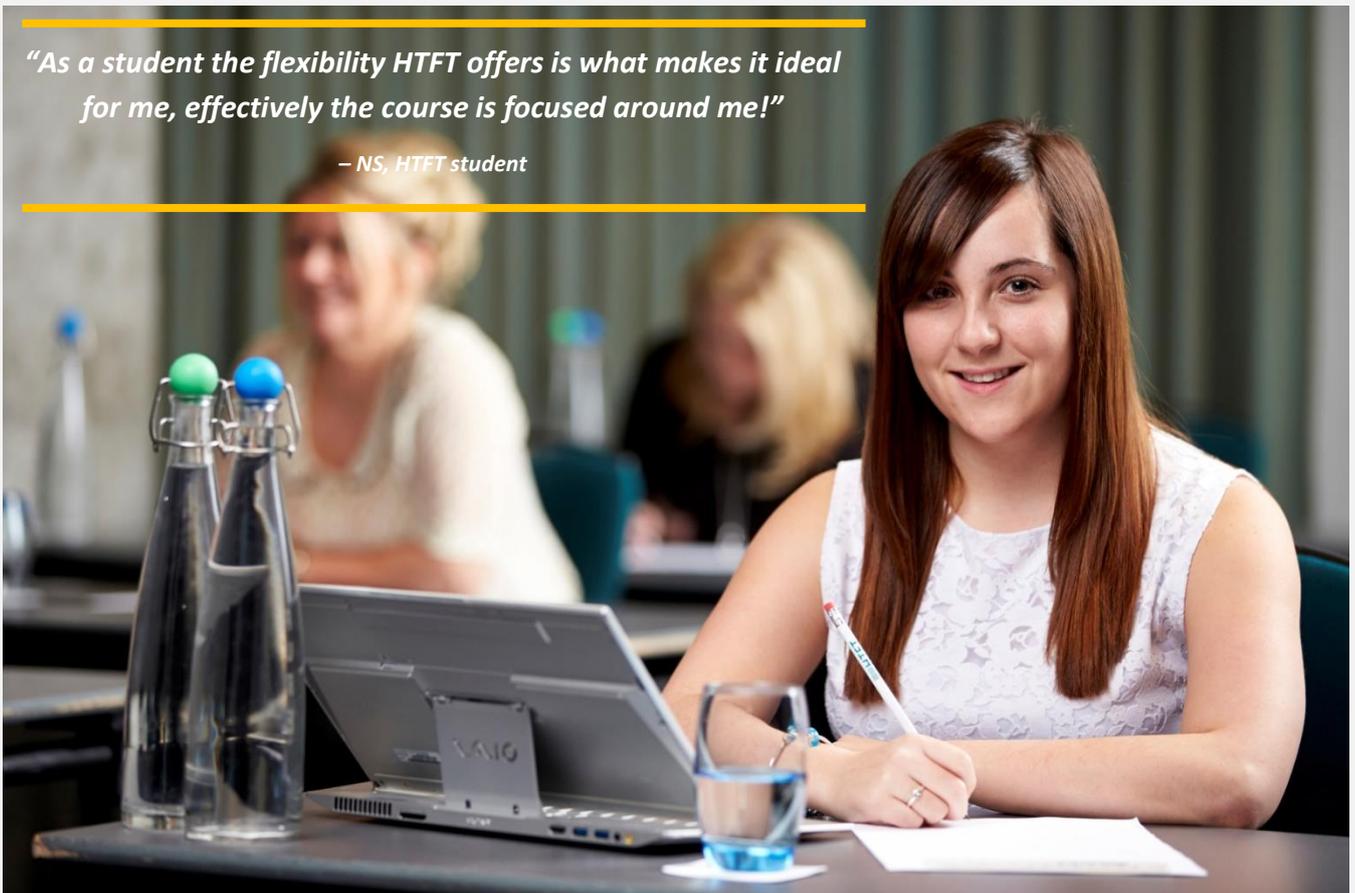
By contrast, in Flipping the Classroom, our trainees access pre-recorded videos that they control (they can watch, rewind, pause and fast-forward as needed) prior to attending the masterclass sessions, where 'in-class' time is devoted to application of knowledge.

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.

Flipping the classroom

"As a student the flexibility HTFT offers is what makes it ideal for me, effectively the course is focused around me!"

– NS, HTFT student



HTFT's approach to mastering

Through the AQ2016 syllabus, AAT is fully embracing technology with the end of unit computer based tests and the synoptic assessments

The competency pass mark for computer based tests and synoptic assessments 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.



Contact us

If you would like to talk to us about our programmes of study for AAT then please:



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Approved

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