

# Prepare to succeed at Level 2 and 3

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13.00 & 19.00

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**BPP**  
PROFESSIONAL  
EDUCATION

aat



# Contents

1. What is covered in the AAT Accounting Qualification Levels 2 and 3
2. Assessment methods
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# Level 2 Certificate in Accounting

Unit Acronym	Unit title	Assessment method
PBKT	Processing bookkeeping transactions	CBT
CJBS	Control accounts, journals and the banking system	CBT
BCST	Basic costing	CBT
CPAG	Computerised accounting	CBP/WPE
WKAF	Working effectively in accounting and finance	CBT/WPE

# Level 3 Diploma in Accounting

Unit Acronym	Unit title	Assessment method
ACPR	Accounts preparation	CBT
FSTP	Prepare final accounts for sole traders and partnerships	CBT
CSTR	Costs and revenues	CBT
ITAX	Indirect tax	CBT
PETH	Professional ethics	CBP
SDST	Spreadsheet software	CBP/WPE

# Assessment methods



- CBA's
- CBT
- CBP
- Recognition of prior learning (RPL)
- Workplace evidence (WPE)



# A key step in exam success...

Hard work

<http://www.aatcomment.org.uk/aat-developing-your-business/learning-and-development/coping-with-exam-stress>

# BPP's 3 Steps to Success

**BPP's 3 steps to Success is the founding principle and market leading approach for all of our courses**

## **Step 1: Learn**

Provides students with the knowledge of key subject areas that you need to understand and learn in order to pass the exam

## **Step 2: Practise**

Develops students exam skills and teaches you how best to apply these and your technical knowledge to exam standard questions

## **Step 3: Rehearse**

Allows students to perfect their exam technique, giving you the confidence you need to apply key skills



# Revision Study Skills

- When is the exam?
- What activities will help?
- Where to study?
- Bite-sized revision





# Revision Study Skills

- Assessment performance feedback report
- Question bank questions
- Mock assessments
- AAT sample assessments - online

# Active vs Passive Revision

Reading the answer in the back before you write anything out



Annotating the question as you read through it

Copying out all of the course notes / study text



Planning a question in full then working through the plan with solution

# Last minute revision tips

- ✓ Create self made pass cards (or use BPP's ones)
- ✓ Work through calculation questions 60-70%
- ✓ Don't forget the words around the numbers
- ✓ Rip therapy



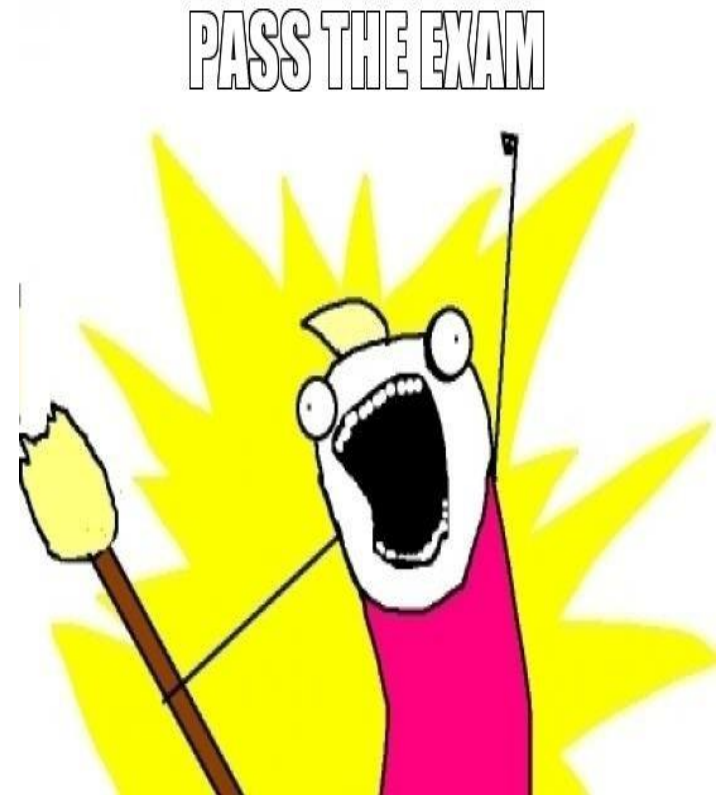
# Doing well in CBP's

- Read questions carefully
- Use information given in scenarios
- The small things matter
- One eye on the clock
- Upload all documents at end
- Have confidence in your ability



# Doing well in CBT's

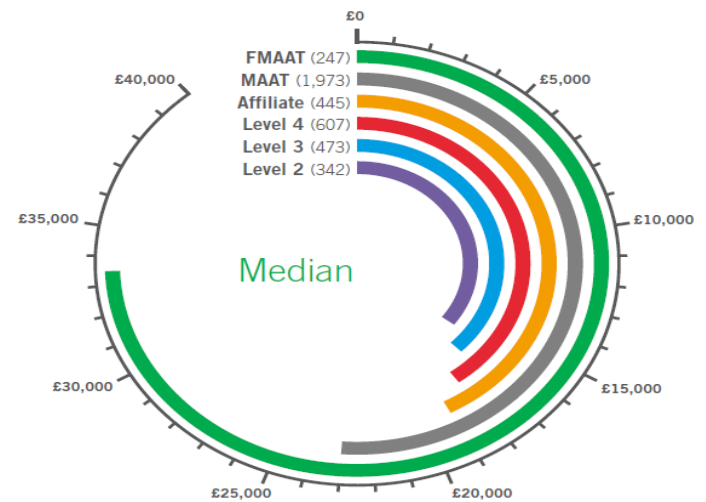
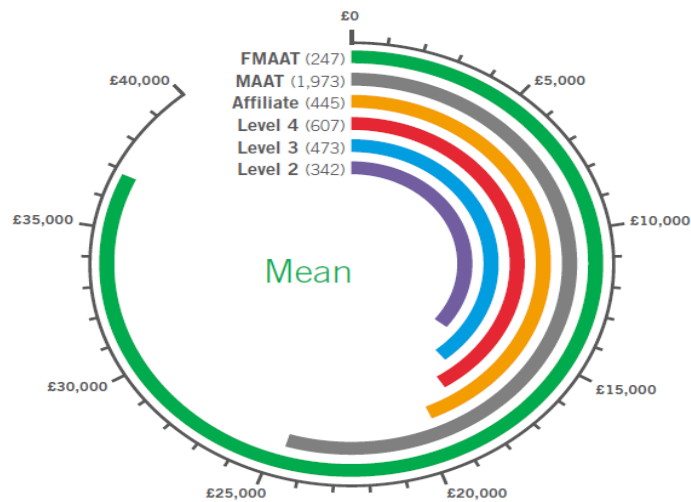
- Play to your strengths
- Allocate time to tasks
- Pick up easy marks
- Moving forward
- Be flexible
- If you make a mistake
- Have confidence in your ability



# Financial Goals

Average basic salary for each level of AAT membership

Base: 4,087



The exact numbers:

FMAAT	MAAT	Affiliate	Level 4	Level 3	Level 2
£36,913	£24,534	£19,458	£18,407	£17,595	£16,392

The exact numbers:

FMAAT	MAAT	Affiliate	Level 4	Level 3	Level 2
£33,500	£23,000	£19,000	£18,000	£16,900	£15,880

# Who are BPP

Highest Pass Rates

Market leading learning materials

Best progression to membership award winner

Expert tutors

Flexible study options

Government funding

FREE AAT Starter pack

Discounts available for booking a full level

Convenient locations

Recorded lectures with all course options

Payment plans

FREE Pass Assurance



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# How to apply

For all our courses you can book **online**, over the **phone** or **in the centre**.

You can either pay for your course yourself (we have various payment options) or we can invoice your employer directly. Government funding is also available.

All of our dates and prices can also be found on our website:  
[www.bpp.com/AAT](http://www.bpp.com/AAT)

To book a **FREE Starter Pack** please visit:  
[www.bpp.com/aat-starter-pack](http://www.bpp.com/aat-starter-pack)



# Questions

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