Rutland Adult Learning & Skills Service

Course Information 2011-18

Code:	AEB 11
Title:	**Level 3 Advanced Diploma in Accounting**
Tutor:	TBC
Day:	Fridays
Time:	1:00 – 4:00
Dates:	Roll on Roll off
No of Sessions:	One Year – 42 sessions
Venue:	Oakham Enterprise Park
Cost:	**£2,573** plus exams. In some circumstances this may be free. The Level 3 may be fully funded for 19-23 year olds depending on prior attainment. Advanced Learning Loans are available to fund those over 19 years old. You will still have to pay the **AAT subscription** directly to AAT which is **£138**

Who is it for?

This is a progression from the level 2 and in most cases learners will have had to complete the level 2 accounts first

- Unqualified accounting staff who are at a more intermediate level wanting to develop their accounting skills
- Employers looking to upskill their staff
- People looking to change their careers
- Those who are looking for an A level alternative

Entry requirements

- All applicants will be screened for literacy and numeracy and should ideally have English and maths GCSE at A-C or at least level 2 Functional Skills.

What will I learn?

Advanced Bookkeeping

- Apply the principles of advanced double-entry bookkeeping
- Implement procedures for the acquisition and disposal of non-current assets
- Prepare and record depreciation calculations
- Record period end adjustments
- Produce and extend the trial balance

Final accounts preparation

- Distinguish between the financial recording and reporting requirements of different types of organisation
- Explain the need for final accounts and the accounting and ethical principles underlying their preparation
- Prepare accounting records from incomplete information
- Produce accounts for sole traders

- Produce accounts for partnerships
- Recognise the key differences between preparing accounts for a limited company and a sole trader

Management accounting: costing

- Understand the purpose and use of management accounting within an organisation
- Apply techniques required for dealing with costs
- Apportion costs according to organisational requirements
- Analyse and review deviations from budget and report these to management
- Apply management accounting techniques to support decision making

Ethics for accountants

- Understand the need to act ethically
- Understand the relevance to the accountant's work of the ethical code for professional accountants
- Recognise how to act ethically in an accounting role
- Identify action to take in relation to unethical behaviour or illegal acts

Indirect tax

- Understand and apply VAT legislation requirements
- Accurately complete VAT returns and submit them in a timely manner
- Understand the implications for the business of errors, omissions and late filing and payment
- Report VAT-related information within the organization in accordance with regulatory and organizational requirement

Spreadsheets for accounting

- Design and structure appropriate spreadsheets to meet customer needs
- Use spreadsheet software to record, format and organize data
- Use software tools to verify accuracy and protect data
- Use tools and techniques to prepare and report accounting information

If you need more information or advice, please call us on 01572 758122 or email adultlearning@rutland.gov.uk

What should I bring?

Notepad, pen and pencil and calculator

What could I do after this? Who delivers it?

Further study in Accountancy and Finance

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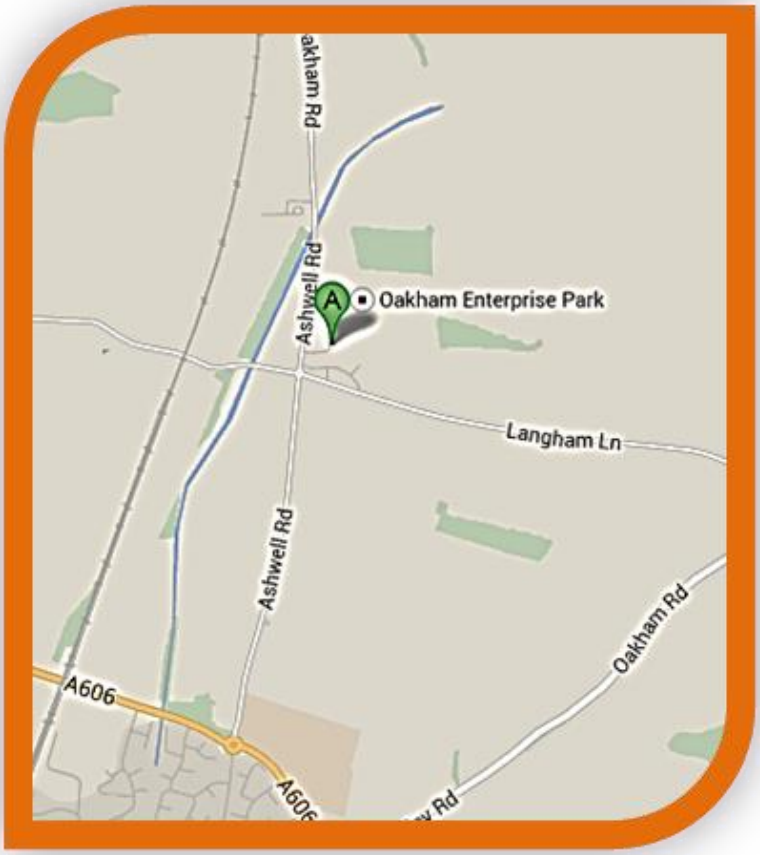
Directions and Map:

From the Oakham Bypass, turn onto the Ashwell Road. After about a mile cross the mini-roundabout and immediately prepare to turn right into Gate 2. The car park is straight on.

Buses run from Oakham, John Street Bus Station, at intervals throughout the day. The bus stop is just outside the entrance to the complex. For example:

John St	9:05 ➔	OEP	9:14
OEP	12:51 ➔	John St	12:59
John St	12:05 ➔	OEP	12:14
OEP	15:51 ➔	John St	15:59



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Rutland Adult Learning & Skills Service may wish to use your email details to conduct surveys or to send out new brochures. If you wish to opt out of these activities, or have received any unwanted emails from us, please call 01572 758122 or email: adultlearning@rutland.gov.uk and let us know.